COZAR MICROSYSTEMS

# CYBERSHOP END USER MANUAL

Help Documentation | *Cosmas*

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# Introduction

Welcome to **Cozar CyberShop**, a POS (Point-Of-Sales) application that has a unique feature by which you can create orders for multiple **Customers** from one Sales Point. This application is designed by **Cozar Microsystems** to handle automated **sales/inventory/accounting** operations in **Retail** and **Wholesale Outlets**.

With **Cozar CyberShop**, you migrate your sales outlet into the cyberspace where transactions and computations are carried out with utmost ease and accuracy.

Note that these benefits are assured only when your hardware and related software accessories are in optimal working conditions.

***Note that every operation described in this book assumes that you have already started the application and logged in to the Application Explorer***

***For the initial login, the ADMINISTRATOR login password is "ad" without the quotation.***

# Chapter 1

# Installation

This chapter shows you how to install CyberShop locally from your product distribution media.

## Installation Requirements

### Minimum Installation Requirements

| | |
|---|---|
| **Operating Systems** | Windows XP SP3<br>Windows 2003 Server<br>Windows 7 |
| **Computer Processor** | 133MHz or Higher Pentium CPU. |
| **Memory** | At least 512 megabytes (MB), 1 gigabyte (GB) is recommended, 4 GB maximum. |
| **Disk Space** | 1 gigabyte |
| **Drive** | CD-ROM or DVD Drive |

*Table 1.0 Installation requirements*

## Installing CyberShop on a Local Machine

If you are installing CyberShop on a computer running any of the supported operating systems (see Minimum installation requirements above), you must have Administrator privileges. The installation process creates registry entries and may update some system files that require Administrator rights.

Close all currently running programs before installing CyberShop.

Go to the Installation CD to install Windows XP Service Pack 3 (SP3) if it is necessary.

### To Install CyberShop on a Local Machine

1. Unless Autoplay is enabled for your CD-ROM drive, run **setup.exe** from the CyberShopPro or CyberShopHome Installer directory of your product distribution depending on your choice.
2. Click **Ok**.
3. .Click **Change Directory** if you want to install CyberShop to a directory different from the default location.
   *The default directory is C:\Program Files\CyberShop\ or C:\Program Files (x86)\CyberShop\ (for 64 bit systems)*
4. Click the installation button.
   *The Start Installation dialog box appears.*
5. Click **Continue** to begin copying files to your local drive.

   **Note:** *Depending on the configuration of your current system, you may receive a **Version Conflict** message asking you to keep your existing files. If this happens, click **Yes** and continue with the installation.*

Version Conflict
A file being copied is older than the file currently on your system. It is recommended that you keep your existing file.
File name: 'C:\Program Files (x86)\CyberShop\Stock.xls'
Description: "
Your version: "
Do you want to keep this file?
Yes
No
No to All

*Fig 1.0 Version Conflict*

6. On completion, you will receive the success message as shown below.

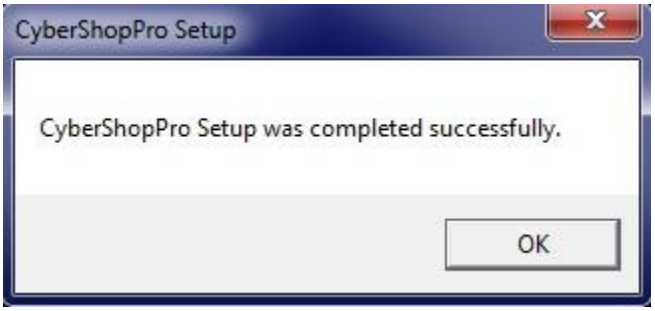



*Fig 1.1 Success Message*

# Chapter 2

# What is new in CyberShop

The use of CyberShop in sales outlets for Effective and Efficient Information (Inventory, Sales, Accounts, Security etc) management has been very well established in users. CyberShop now offers new features and enhancements.
This chapter introduces these features and enhancements.

## Changing the Background Image (Picture) of CyberShop

To leverage the use of CyberShop in various Sales environments, CyberShop now offers users the opportunity to change the background picture of the application to properly reflect their products.

### To change the background picture:

1. Get a background image or picture in JPEG (.jpg) format.
2. Name the image **backgroundimage.**
   *The name would then be **backgroundimage.jpg***
3. Save the image to the **Images** folder of the CyberShop directory or folder
   *The CyberShop image directory or folder is on the path C:\Program Files\CyberShop\Images*
4. Run the CyberShop application
   *The application would display the new image*

## Importing Stock from external sources

To facilitate stock input, CyberShop now provides a process by which product stocks can be imported by way of an external file. This is also referred to as **Electronic Stocking.**
The processes involved in importing stocks into CyberShop, includes the following:

i. **Creating a stock file**
ii. **Rules for updating the stock file**
iii. **Deleting All stocks**
iv. **Importing the stock file**

### Creating a Stock File

To create a Stock file

1. Go to the **Docs** folder of the CyberShop directory or folder
   *You would find it on the path C:\Program Files\CyberShop\Docs*
2. Locate an MS Excel file called **Stock.xls**
   *You would find an existing product stock.*
3. To enter your own stock:
   i. Modify the content of the file according to the file headings and content format or
   ii. Delete or clear the file contents leaving the headings and then enter your stock according to the headings and content format.
4. Save the file.

### Rules for Updating the Stock File

The rules for updating the stock file are as follows:

i. The **Item_ID** column must be **UNIQUE**
   *This field does not allow duplicate IDs*
ii. The **Item_Name** column must be **UNIQUE**
   *This field does not allow duplicate names*
iii. No field must be left blank
   *Enter zero (0) for a numeric field and dash (–) for an alphanumeric field*

### Deleting All Stocks

To delete all stocks:

1. Start CyberShop
2. Log in
3. Click **Products** on the Application Toolbar

*Fig 2.0 Application Toolbar*

*This displays the **Products (Stock)** dialog*

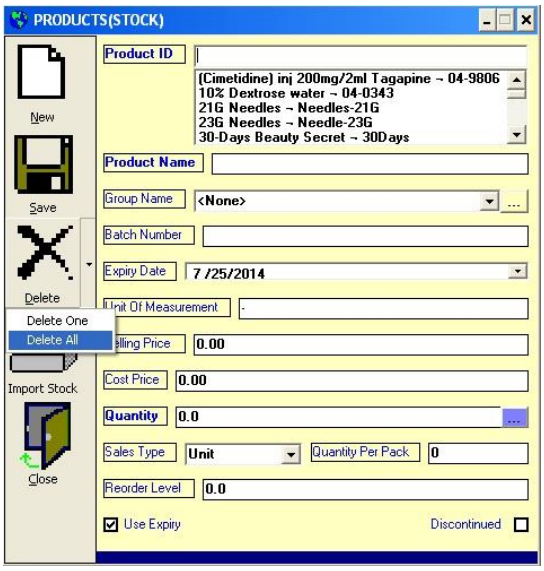



*Fig 2.1 Products (Stock) dialog*

4. Click **Delete** drop button on the dialog Toolbar and select **Delete All** - *as shown in Fig 2.1 above* - to delete all the items in stock
   ***Note:** For the purpose of security to your stock, you will be asked to provide the **Administrator**'s password to complete the process.*

## Importing the Stock File

To import the stock file

1. Click **Import Stock** on the dialog Toolbar *as shown in Fig 2.1 above*
   *This displays the **SELECT STOCK TO IMPORT** dialog*

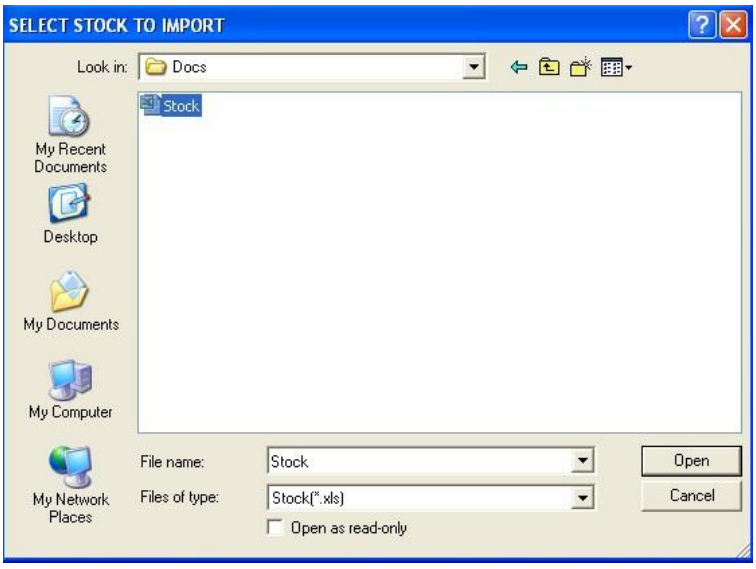



*Fig 2.2 Select Stock To Import dialog*

2. Browse to the **Stock.xls** file and select it
3. Click **Open** to initiate the **Stock** import
4. On completion, a message is displayed to indicate a successful Stock import

## Bank Account Management

CyberShop can help manage your business account offline by the use of its new **Bank Transactions** module. This actually involves the judicious entry of all bank lodgements and cheque payments. With this, CyberShop can assist you in monitoring the balances on those accounts. This process may include the following:

- All Accounts
- Bank lodgements
- Cheque payments

## To Process Bank Account

1. Click the **Accounts** menu

*Fig 2.3 Accounts Menu*

2. Select **Bank Transactions**
   *The Bank Transactions dialog is displayed*

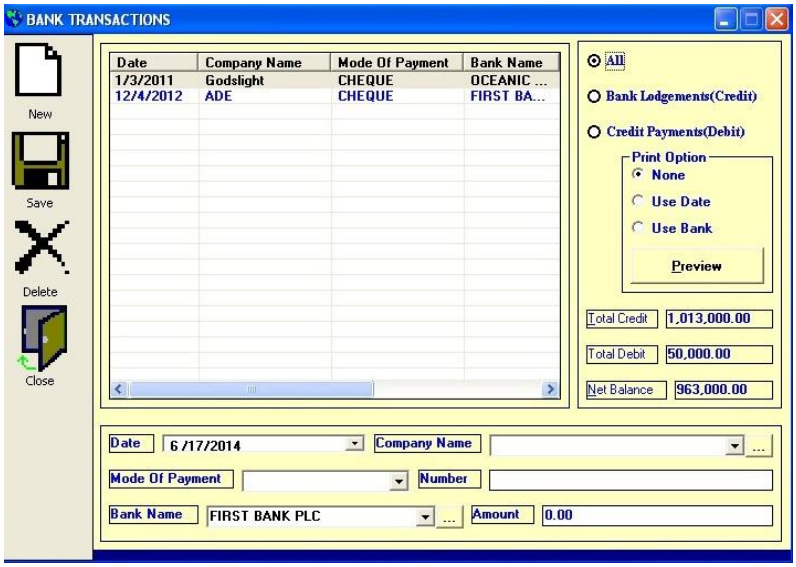



*Fig 2.4 Bank Transactions dialog*

## Creating a New Transaction

To create a new transaction:

1. If a transaction is selected, Click **New** on the dialog Toolbar
   *This would reset the entry fields.*
2. Select **Bank Lodgements** (**Credit)** to make bank lodgements, **Credit Payments (Debit)** to make payments (cheque, cash etc).
3. Set **Date** if necessary
4. Select **Company Name**
   *Your Company Name is displayed when making bank lodgements*
5. Select **Mode Of Payment**
6. Enter the **Number** for the mode of payment selected in step 4, if necessary.
   ***Note: CASH** doesn't require a number*
7. Select **Bank Name**

*If the bank name does not exist,*

- *Click the **Bank Name** button (ellipsis) to display the **Bank Names** dialog*
- *Enter the new bank name and save it.*
- *Click **Close** to close the dialog.*
- *Click the **Bank Name** dropdown*
- *Select the name you just entered*

8. Enter **Amount**
9. Click **Save** on the dialog Toolbar

*The transaction appears on the spreadsheet*

*Note the report on the Application Explorer Status*

## Editing a Transaction

To edit an existing transaction:

1. Click on the transaction on the spreadsheet to select it

*This highlights the transaction and displays its details on the entry fields*

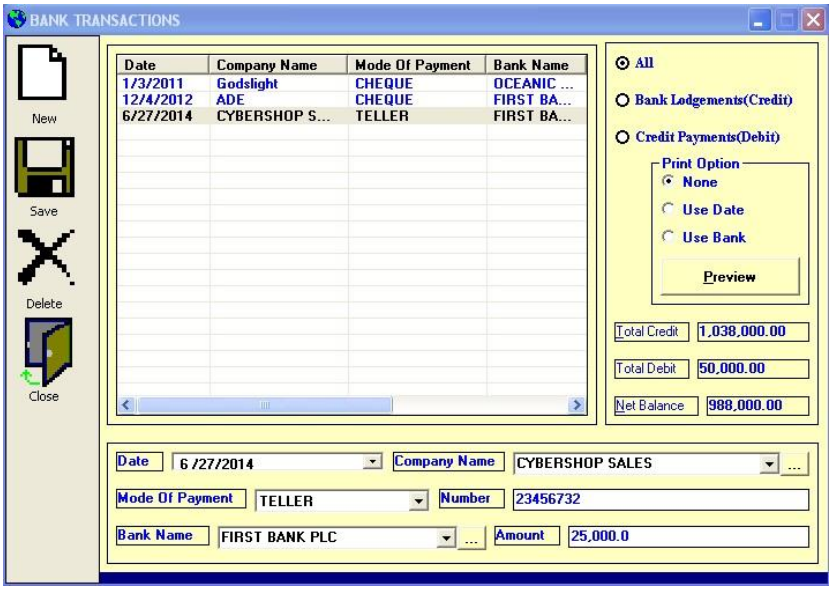



*Fig 2.5 Bank Transactions dialog*

2. Enter the necessary changes
3. Click **Save** on the dialog Toolbar

*The UPDATE PROMPT message box is displayed*

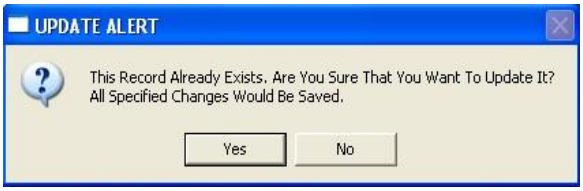

UPDATE ALERT
This Record Already Exists. Are You Sure That You Want To Update It?
All Specified Changes Would Be Saved.
Yes
No

*Fig 2.6 Update Alert*

4. Click **Yes** to save or **No** to reject saving the changes

*Note the report on the Application Explorer Status*

## Deleting a Transaction

To delete an existing transaction:

1. Click on the transaction on the spreadsheet to select it

*This highlights the transaction and displays its details on the entry fields*

2. Press **Del** or **Delete** on the keyboard or click **Delete** on the dialog Toolbar or

*The DELETE PROMPT message box is displayed*

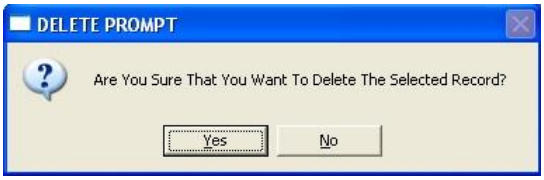



*Fig 2.7 Delete Prompt*

3. Click **Yes** to delete or **No** to reject deleting the record
   *Note the report on the Application Explorer Status*

## Invoice Management Permission

Generally, employees are not permitted to delete records, especially sales records. CyberShop provides utilities to set the permissions. The delete function for sales and invoicing is now customized to be operational until payment is made for an invoice. This basically means that sales employees can initiate sales orders, add and remove items from such orders until payment is made, after which, only administrative users with the right permissions can delete such orders.
*It is very important to note that at this instance, the user is permitted to delete only those entries he/she made since CyberShop monitors every entry made by each user.*

**SALES AND INVOICING PERMISSIONS**

| Operation | Administrator/Admin_User | User |
|---|---|---|
| Initiate Sales orders | ✓ | ✓ |
| Add items to sales orders before payment | ✓ | ✓ |
| Remove items from sales orders before payment | ✓ | ✓ |
| Add items to sales orders after payment | ✓ | - |
| Remove items from sales orders after payment | ✓ | - |
| Delete sales orders before payment | ✓ | ✓ |
| Delete sales orders after payment | ✓ | - |

*Table 2.0 Sales and Invoicing Permissions*

***Note:** An Admin_User is the name given to a lower-level Administrator. To create an Admin_User, append the word **ADMIN_** to the **User Name** when creating Login credentials for a user.*

## Purchase Processing

CyberShop maintains two types of stocks:

- **Active Stock** (The stock affected when sales are made)
- **Reserve Stock** (The stock affected when purchases are entered)

Making sales depletes or reduces the Active stock. To replenish or add more stocks, purchases are entered. If the Active stock is not exhausted, Purchases are stored on Reserve Stock (in batches according to entries), otherwise, they are sent to Active Stock.
By this distinction, CyberShop maintains multiple batches of stock (by expiry dates especially for stocks that can expire).
CyberShop has an internal mechanism by which it moves **Reserve Stock** to **Active Stock**.
While making sales and CyberShop detects that there are no stocks to complete the transaction, (***and before displaying a no stock alert***), it would do a check for **Reserve Stock**. If there are available stocks in reserve, it moves them to the **Active Stock** and continues selling from there – without displaying the alert.
***Note:** This stock movement is done internally and in batches.*

*For example: if Active Stock for Item A is 2 and Reserve Stock is 15 and you want to sell 4 units of this item, you must sell the 2 (Active Stock) first, then proceed to sell the additional 2. In an attempt to make further sales CyberShop will move the 15 (Reserve Stock) to Active Stock and continue selling from there.*

## To view Active Stock and Reserve Stock

1. Click ***Sales** on the Application Toolbar*

*Fig 2.8 Application Toolbar*

*This display the **SALES ORDERS** dialog as shown in Fig 2.9*

2. Select a product from **Products** dropdown
   *Note the **Active Stocks** and **Reserved Stocks** values*

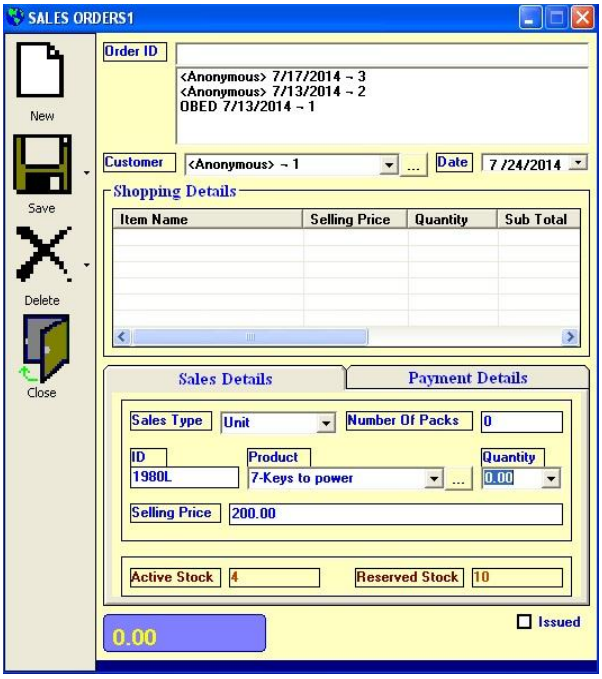



*Fig 2.9 Sales Orders dialog*

## Application Activation

CyberShop has become a brand name. Its use in Retail and Wholesale outlets is spreading very fast. For proper monitoring and active support, every copy of CyberShop now comes with a 14 digit **Life Activation Key**. This means that whatever source from which you acquired CyberShop (CD *or online download*), you must ***call for an Activation Key*** to activate your copy.

*Note that if not activated, CyberShop would run for about 65 days after which it must be activated.*

## Activating CyberShop

To Activate CyberShop

1. Click the **Help** menu

*Fig 2.10 Help Menu*

2. Select **Application Activation**
   *The Application Activation dialog is displayed*

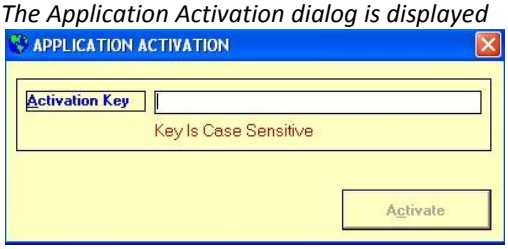



*Fig 2.11 Application Activation*

3. Enter the 14 digit key correctly
   *The key is case sensitive*
4. Click the **Activate** button when it becomes active
   *The ACTIVATION SUCCESS ALERT message is displayed*

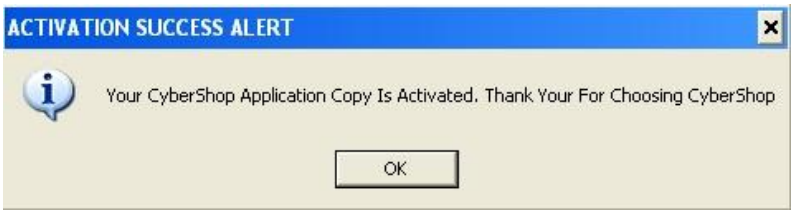



*Fig 2.12 Activation Success Alert*

## To check if the Application is activated

1. Click the **Help** menu *as shown in Fig 2.10*
2. Select **About CyberShop**

About CyberShop
Version 1.0.0
For 32-bit Windows Systems
Copyright © 2007 Cozar MicroSystems Co.
Tel: 08033667378, 08121710802
Email: support@cozappz.com
CyberShop Is A Software System Designed To Implement Qualitative And Quantitative Analysis As Well As Presentation Of Information Resourses In A Sales Outlet.
ACTIVATED
Warning: All Rights Reserved. Unauthorized reproduction or distribution of this program or any portion of it, may result in severe civil and criminal penalties.
OK
System Info...

*Fig 2.13 About CyberShop dialog*

# Chapter 3

# Getting Started with CyberShop

It is assumed that you have installed one of the versions of CyberShop. This book was actually designed for the Pro edition – **CyberShopPro**, but just about everything explained in this book applies to the Ent edition – **CyberShopEnt**. Some of the features of the Ent edition that are not supported by the Pro Edition concern item Location tools, which will be discussed in the next edition of this book.

# Customizing the Work Environment

CyberShop work environment also called the Application Explorer describes the view of your screen after a successful login. Customizing the Application Explorer involves configuring certain display and functional settings required for the operational convenience of the application depending on your choices. These include setting for the Company Name, Backup, sales mark-up prices etc

## Company Defaults

## To Customize Company Defaults

1. Click the **Utilities** menu

*Fig 3.0 Utilities Menu*

2. Select **Options** or *press **Shift+F9** on the keyboard*
   *The Options dialog is displayed with the Company Defaults tab selected*

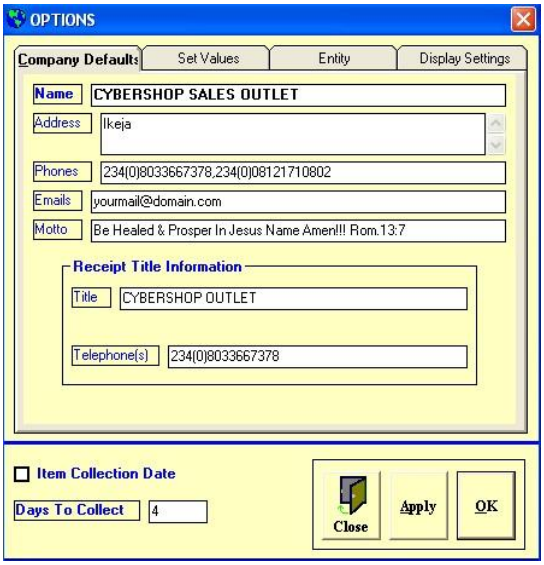



*Fig 3.1 Options dialog Company Defaults tab*

3. Enter **Name**, **Address**, **Phones**, **Emails** and **Moto**
   *These are your Company's information and they are the details that are displayed on invoices*
4. Check **Item Collection Date**.
   *This is used in outlets where Customers are to pick up their Items at a later date, where the user is made to specify a collection date.*
5. Set **Days To Collect**

*If you want the System to set the Collection Date automatically (i.e. regular collection date) , you must set the **Days To Collect** in order to minimize error entries*

6. Click **OK** to save changes and close the dialog
7. Click **Apply** if you still need to make additional changes on other tabs.
   *Clicking Apply saves changes without closing the dialog*

## Set Values

## To Customize Set Values

1. Click the **Utilities** menu *as shown in Fig 3.0*
2. Select **Options**
   *The Options dialog is displayed*
3. Click the **Set Values** tab

*Fig 3.2 Options dialog Set Values tab with Receipt*

4. Check **View Sales Summary By Product Grouping** to view **Income Statement** summary by **Group Names** or categories
   *These are your Company's information and these are the details that will displayed on your invoices that are printed for Customers*
5. Check **Auto Print Invoice** to instantly send a **Sales Invoice** to a **Printer** as soon as **Payment** entries are saved.
6. Check **Display Scrolling Banner** to display the **Company Name** on a scrolling banner at the status part of the Application Explorer.
7. Check **Set Expiry** to make CyberShop to monitor the **Expiry Date** of all registered products
8. Enter a number greater than zero on **% Cost Price** to set price mark-up for **Unit Cost Price** on **Purchases**
9. Enter a number greater than zero on **% Selling Price** to set price mark-up for **Selling Price** (Retail) on **Products**
10. Enter **State** for the home state
11. Enter **Country** for the home country
12. Select **Receipt** to print sales invoices with the **POS Receipt Printer** *as shown in Fig 3.2*

*Fig 3.3 Options dialog Set Values tab with Invoice*

13. Select **Invoice** to print sales invoices with the **A4 size printer**
14. Click **OK** to save changes and close the dialog
15. Click **Apply** if you still need to make additional changes on other tabs
    *Generally, clicking Apply saves changes without closing the dialog*

# Entity

## To Customize Entity

1. Click the **Utilities** menu *as shown in Fig 3.0*
2. Select **Options**
   *The Options dialog is displayed*
3. Click the **Entity** tab

*Fig 3.4 Options dialog Entity tab*

*Set the values for the following:*

**Expiry Date**

i. Check **Allow Alert** to display the **Expiry Alert** list at log in
ii. Enter **Alert Period** to set the number in days of the **Expiry Alert**
iii. Enter **General Period** to set the number in days of the **Product Expiry Summary** list

### Birth Days

i. Check **Allow Customer Alert** to display the **Birth Days Alert** list at log in

### Data Store Backup

i. Enter **Default Drive** to set the default drive letter for data backup storage
*Be sure to confirm the default drive letter, preferably a removable drive*
ii. Enter **Default Name** to set the default name for the backup
*It can be any name*
iii. Check **Use Date** to append the current date to the backup name

4. Check **Negative Stocks** to allow negative quantities in stock
*Generally, items cannot be sold without quantities However, if **Negative Stocks** is checked, CyberShop allows you to sell items and automatically update the stocks later when the item purchases are entered.*
5. Click **OK** to save changes and close the dialog
6. Click **Apply** if you still need to make additional changes on other tabs
*Clicking Apply saves changes without closing the dialog*

## Display Settings

## To Customize Display Settings

1. Click the **Utilities** menu *as shown in Fig 3.0*
2. Select **Options**
*The Options dialog is displayed*

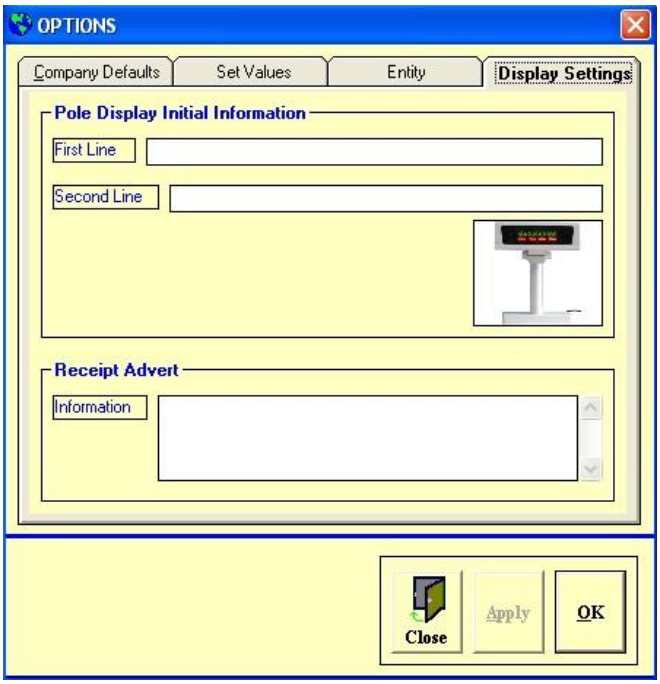



*Figure 3.5 Options dialog Display Settings tab*

### Pole Display Initial Information

i. Enter **First Line** to set the initial information displayed on the first line of the **Customer Pole Display**
ii. Enter **Second Line** to set the initial information displayed on the second line

*This initial information – your company's scrolling advert - is displayed when sales are not ongoing. During Sales, the running total of current invoice is displayed on the **Pole Display***

### Receipt Advert

i. Enter **Information** to set any information that you may want to display as an advert on the **Sales Receipt**

3. Click **OK** to save changes and close the dialog
4. Click **Apply** if you still need to make additional changes on other tabs.
*Clicking Apply saves changes without closing the dialog.*

# Customer Information

CyberShop maintains two types of Customers:

- **Anonymous Customers**
  *These are unregistered customers that patronize the sales outlet on and off basis. Note that anonymous customers lack the capability for credit purchases. This means that Anonymous Customers cannot owe.*
- **Named Customers**
  *Named Customers are registered customers that have regular patronage at the sales outlet and have pre-defined credit facility. CyberShop allows these Customers to owe and the debts can be monitored on the **Debtors' List***

To process a customer:

1. Click the **File** menu

*Fig 3.6 File Menu*

2. Select **Customers** Or Click **Customers** on the Application Toolbar
   *This displays the Customers dialog*

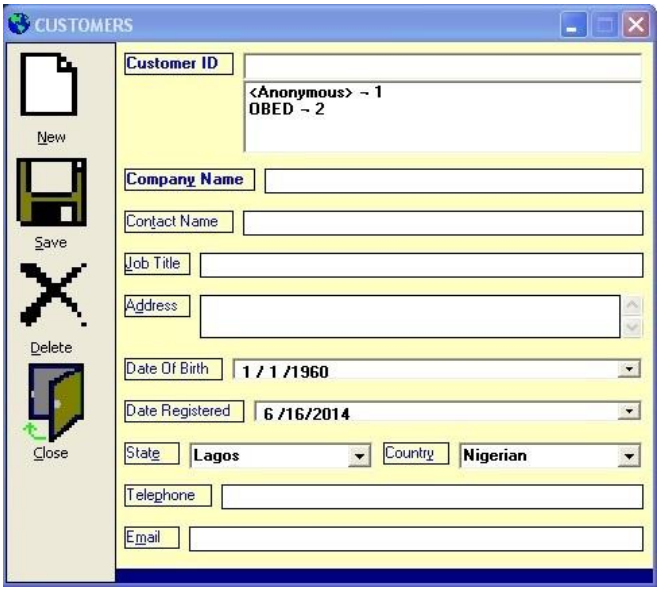



*Fig 3.7 Customers dialog*

## Creating a New Customer

To create a new Customer:

1. If a customer record is already selected then click **New** on the dialog Toolbar to reset the fields
2. **Customer ID** is generated by the system therefore, do not enter a value.
3. Enter **Company Name** to set the customer's name
   *This can be the name of an individual or organization*
4. Enter **Contact Name,** especially if **Company Name** in step 3 is an organization
5. Enter the **Job Title** of the contact
6. Enter the **Address**
7. Set **Date of Birth** for the **Customer** in order to have the customer's name displayed on the **Customer Date of Birth** alert list on that day.

*What is important on the Date of Birth are the Day and Month*

8. Select the **State** and **Country**
9. Enter **Telephone** and **Email**
10. Click **Save** on the dialog Toolbar to save the record.
    *If entries are made correctly, the record is saved*
    *Note the report on the Application Explorer Status*

## Editing an Existing Customer

To edit an existing Customer:

1. **Select** a customer name from the **Customer ID** list and press **Enter** on the keyboard or **Double Click** on a customer name to display the customer's detail.
   *Make sure that only the Customer's number appears on the **Customer ID** as shown in Fig 3.8*

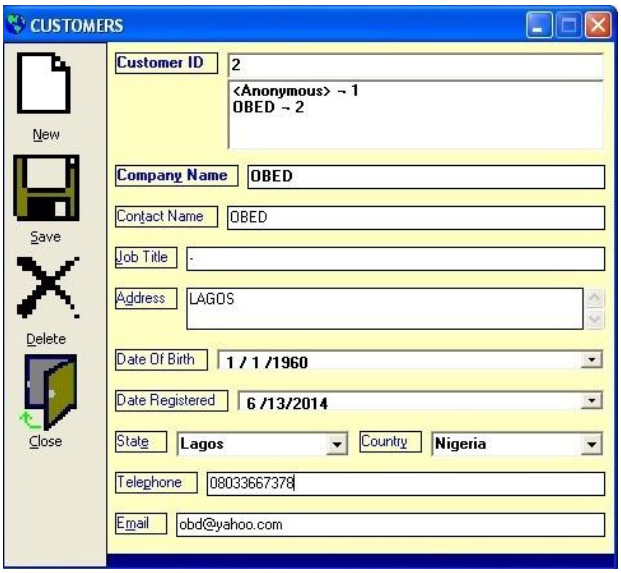



*Fig 3.8 Customers dialog*

2. Make or enter the necessary changes
3. Click **Save** on the dialog Toolbar
   *The UPDATE PROMPT message is displayed*

UPDATE PROMPT
This Record Already Exists. Are You Sure That You Want To Update It?
All Specified Changes Would Be Saved.
Yes
No

*Fig 3.9 Update Prompt*

4. Click **Yes** to save or **No** to cancel saving the changes
   *Note the report on the Application Explorer Status*

## Deleting a Customer

To Delete a Customer record:

1. **Select** a customer name from the **Customer ID** list and press **Enter** on the keyboard or **Double Click** on a customer name to display the customer's detail.
   *Make sure that only the Customer's number appears on the **Customer ID** as shown above in Fig 3.8*
2. Click **Delete** on the dialog Toolbar
   *The DELETE PROMPT message is displayed*

*Fig 3.10 Delete Prompt*

3. Click **Yes** to delete or **No** to cancel deleting the record
   *Note the report on the Application Explorer Status*

# Supplier Information

In CyberShop, all **Suppliers** must be registered. This is necessary to create and store **Purchase Invoices** and also to monitor and track **Creditors** and their accounts on the **Creditors' List**

To process a supplier:

1. Click the **File** menu

*Fig 3.11 File Menu*

2. Select **Suppliers** Or Click **Suppliers** on the Application Toolbar
   *This displays the Customers dialog as shown below in Fig 3.12*

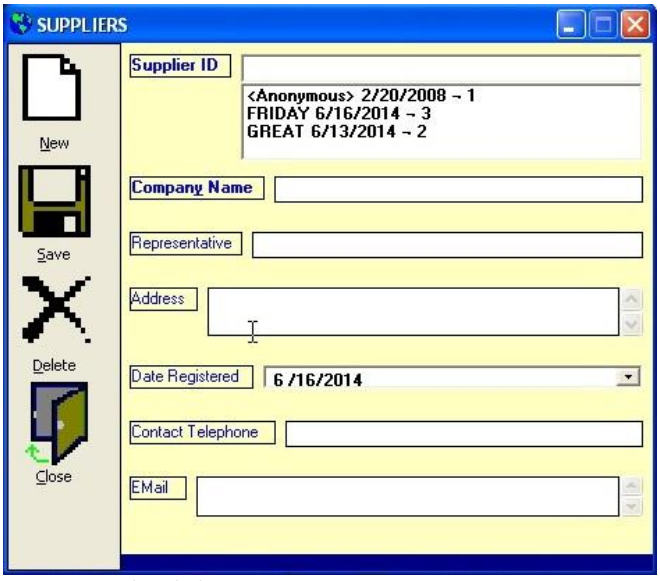



*Fig 3.12 Supplier dialog*

## Creating a New Supplier

To create a new Supplier:

1. If a Supplier record is already selected then click **New** on the dialog Toolbar to reset the fields
2. **Supplier ID** is generated by the system therefore, do not enter a value.
3. Enter **Company Name** to set the Supplier's name
   *This can be the name of an individual or organization*

4. Enter **Representative** especially if **Company Name** is an organization
5. Enter the **Address**
6. Select the **State** and **Country**
7. Enter **Contact Telephone** and **Email**
8. Click **Save** on the dialog Toolbar to save the record.
   *If entries are made correctly, the record is saved*
   *Note the report on the Application Explorer Status*

## Editing an Existing Supplier

To edit an existing Supplier:

1. **Select** a Supplier name from the **Supplier ID** list and press **Enter** on the keyboard or **Double Click** on a Supplier name to display the Supplier's detail.
   *Make sure that only the Supplier's number appears on the Supplier ID as shown in Fig 3.10*

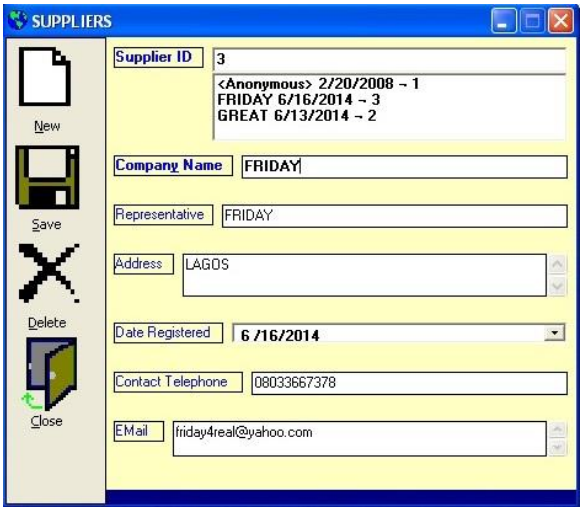



*Fig 3.13 Suppliers dialog*

2. Make or enter the necessary changes
3. Click **Save** on the dialog Toolbar
   *The UPDATE PROMPT message is displayed.*

UPDATE PROMPT
This Record Already Exists. Are You Sure That You Want To Update It?
All Specified Changes Would Be Saved.
Yes
No

*Fig 3.14 Update Prompt*

4. Click **Yes** to save or **No** to cancel saving the changes
   *Note the report on the Application Explorer Status*

## Deleting a Supplier

To Delete a Supplier record:

1. **Select** a Supplier name from the **Supplier ID** list and press **Enter** on the keyboard or **Double Click** on a Supplier name to display the Supplier's detail.
   *Make sure that only the Supplier's number appears on the Supplier ID as shown above in Fig 3.13*
2. Click **Delete** on the dialog Toolbar
   *The DELETE PROMPT message box is displayed*

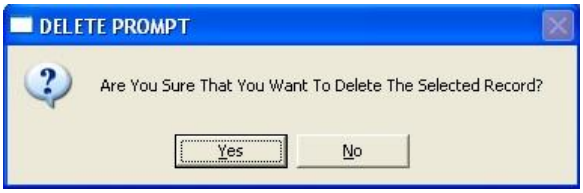



*Fig 3.15 Delete Prompt*

3. Click **Yes** to delete or **No** to cancel deleting the record
   *Note the report on the Application Explorer Status*

# Employee Information

In CyberShop, **Employee** information is generally necessary for **Payroll** and **Expenses** transactions

To process an Employee:

1. Click the **File** menu

*Fig 3.16 File Menu*

2. Select **Employees** Or Click **Employees** on the Application Toolbar
   *This displays the Employees dialog as shown above in Fig 3.17*

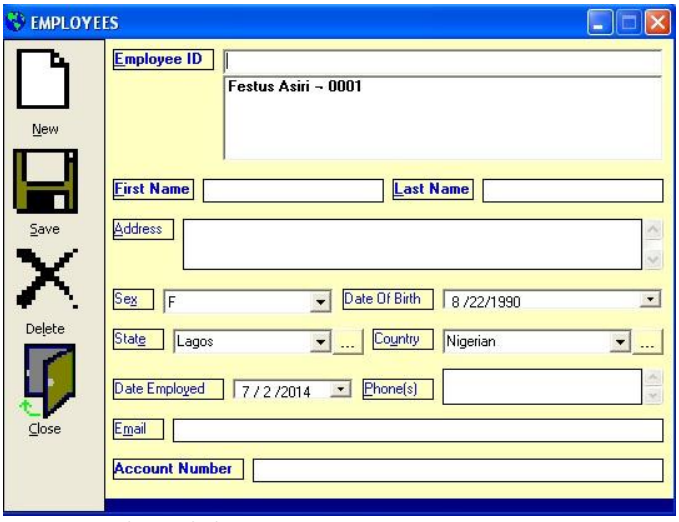



*Fig 3.17 Employee dialog*

## Creating a New Employee

To create a new Employee:

3. If an Employee record is already selected, click **New** on the dialog Toolbar to reset the fields
4. Enter **Employee ID.**
   *This must be unique (no duplicates)*
5. Enter **First Name, Last Name** and **Address**
6. Select **Sex** or gender, **State** and **Country**
7. Set **Date Of Birth**
8. Enter **Phone(s)** and **Email**, if necessary

9. Enter **Account Number** (Bank Account Number for payslip), if necessary
10. Click **Save** on the dialog Toolbar to save the record.
    *If entries are made correctly, the record is saved*
    *Note the report on the Application Explorer Status*

## Editing an Existing Employee

To edit an existing Employee:

1. **Select** an Employee name from the **Employee ID** list and press **Enter** on the keyboard or **Double Click** on an Employee name to display the Employee's detail.
   *Make sure that only the Employee's number appears on the Employee ID as shown in Fig 3.18*

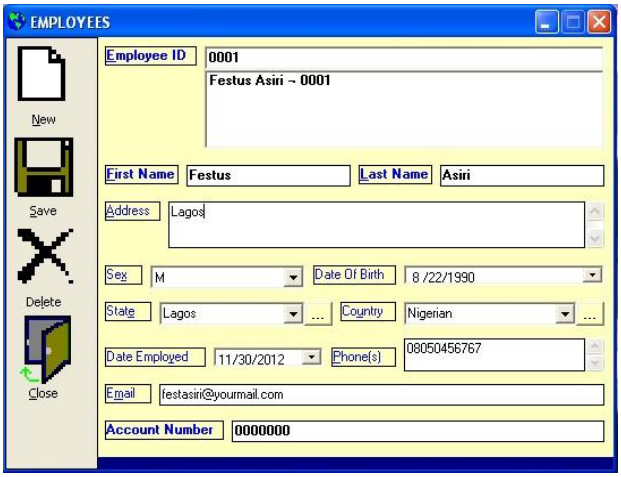



*Fig 3.18 Employee dialog*

2. Make or enter the necessary changes
3. Click **Save** on the dialog Toolbar
   *The UPDATE PROMPT message box is displayed*

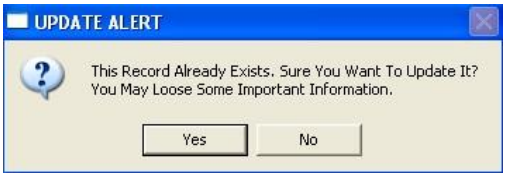



*Fig 3.19 Update Alert*

4. Click **Yes** to save or **No** to cancel saving the changes
   *Note the report on the Application Explorer Status*

## Deleting an Employee

To Delete an Employee record:

1. Select an Employee name from the **Employee ID** list and press **Enter** on the keyboard or **Double Click** on an Employee name to display the Employee's detail.
   *Make sure that only the Employee's number appears on the Employee ID as shown above in Fig 3.18*
2. Click **Delete** on the dialog Toolbar
   *The DELETE ALERT message is displayed*

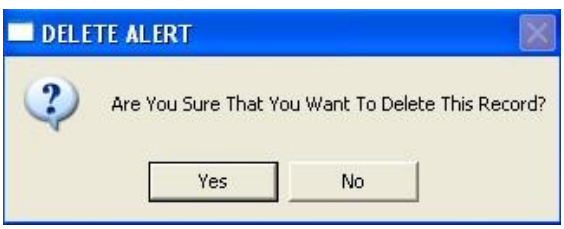



*Fig 3.20 Delete Alert*

3. Click **Yes** to delete or **No** to cancel deleting the record
   *Note the report on the Application Explorer Status*

# Department Names

The Department Names dialog is used to store the names of Employee Departments.

Examples include: Sales, Accounts, Marketing, and Personnel etc.

To process a Department Name:

1. Click the **File** menu

*Fig 3.21 File Menu*

2. Select **Departments**
   *This displays the Department Names dialog as shown below in Fig 3.22*

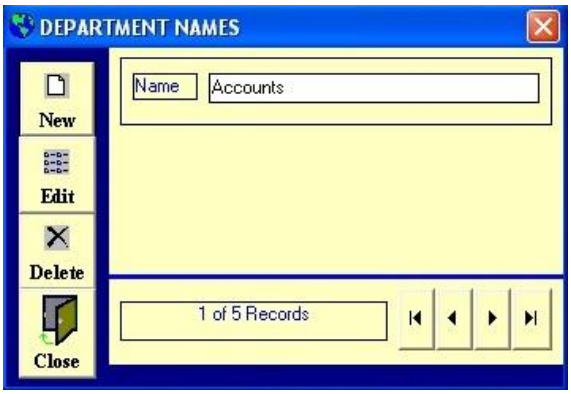



*Fig 3.22 Department Names dialog*

## Creating a New Department Name

To create a new Department Name:

1. Click **New** on the dialog Toolbar to reset the field

*Fig 3.23 Department Names dialog*

*The **Save** button is displayed as shown in Fig 3.23. Note the buttons that are disabled. Clicking **Save** re-enables them.*

2. Enter **Name.**
   *This must be unique (it does not allow duplicates)*
3. Click **Save** on the dialog Toolbar to save the record.

*Note that the **New** button is displayed as shown in Fig 3.22. If entries are made correctly, the record is saved*
*Note the report on the Application Explorer Status*

## Editing an Existing Department Name

To edit an existing Department:

1. Navigate to the department that you want to edit through the **Navigation Bar.** *For further information, go to Appendix A*

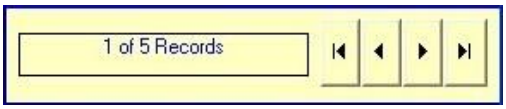



*Fig 3.24 Navigation Bar*

2. Enter the necessary changes
3. Click **Edit** on the dialog Toolbar
   *The EDIT ALERT message is displayed*

*Fig 3.25 Edit Alert*

4. Click **Yes** to save or **No** to cancel saving the changes
   *Note the report on the Application Explorer Status*

## Deleting an Department Name

To Delete a Department:

1. Navigate to the department that you want to delete through the **Navigation Bar**
   *As shown in Fig 3.24. For further information on this, go to Appendix A*
2. Click **Delete** on the dialog Toolbar
   *The DELETE ALERT message box is displayed*

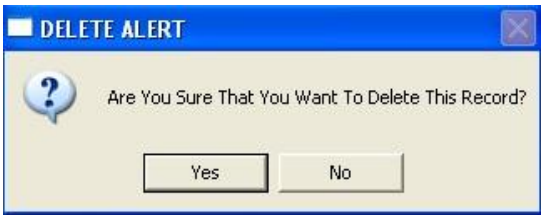



*Fig 3.26 Delete Alert*

3. Click **Yes** to delete or **No** to cancel deleting the record
   *Note the report on the Application Explorer Status*

# Positions

The Positions dialog is used to store the names of Employee Positions.

*Examples include: Sales Rep, Accountant, Manager, Director etc.*

To process a Position:

1. Click the **File** menu

*Fig 3.27 File Menu*

2. Select **Positions**
   *This displays the Positions dialog as shown below in Fig 3.27*

*Fig 3.28 Positions dialog*

## Creating a New Position

To create a new Position:

1. Click **New** on the dialog Toolbar to reset the entry field

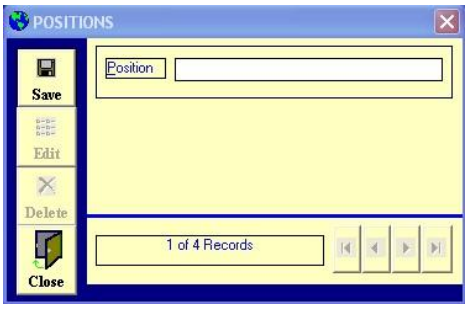



*Fig 3.29 Positions dialog*

   *The **Save** button is displayed as shown in Fig 3.29. Note the buttons that are disabled. Clicking **Save** re-enables them.*
2. Enter **Position.**
   *This must be unique (it does not allow duplicates)*
3. Click **Save** on the dialog Toolbar to save the record.
   *Note that the **New** button is displayed as shown in Fig 3.28. If entries are made correctly, the record is saved*
   *Note the report on the Application Explorer Status*

## Editing an Existing Position

To edit an existing Position:

1. Navigate to the Position that you want to edit through the **Navigation Bar.** *For further information on this, go to Appendix A*

*Fig 3.30 Navigation Bar*

2. Enter the necessary changes
3. Click **Edit** on the dialog Toolbar
   *The EDIT ALERT message is displayed*

*Fig 3.31 Edit Alert*

4. Click **Yes** to save or **No** to cancel saving the changes
   *Note the report on the Application Explorer Status*

## Deleting a Position

To Delete a Position:

1. Navigate to the Position that you want to delete through the **Navigation Bar** *as shown in Fig 3.30. For further information on this, go to Appendix A*
2. Click **Delete** on the dialog Toolbar
   *The DELETE ALERT message is displayed*

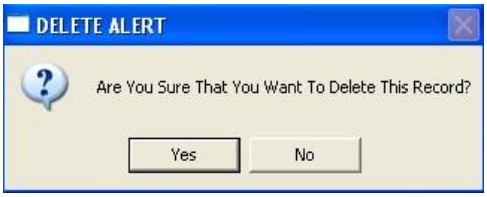



*Fig 3.32 Delete Alert*

3. Click **Yes** to delete or **No** to cancel deleting the record
   *Note the report on the Application Explorer Status*

# Product Group Names

The Group Names dialog is used to store the names of Product groupings or categories.

To process a Group Name:

1. Click the **File** menu

*Fig 3.33 File Menu*

2. Select **Product Group Names**
   *This displays the Group Names dialog as shown below in Fig 3.34*

*Fig 3.34 Group Names dialog*

## Creating a New Group Name

To create a new Group Name:

1. Click **New** on the dialog Toolbar to reset the entry field

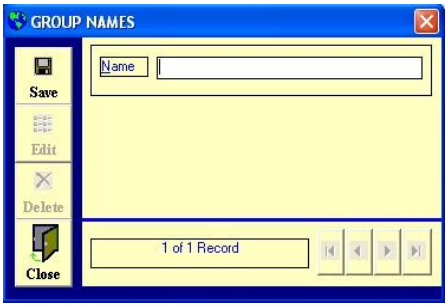



*Fig 3.35 Group Names dialog*

*The **Save** button is displayed as shown in Fig 3.35. Note the buttons that are disabled. Clicking **Save** re-enables them.*

2. Enter **Name.**
   *This must be unique (it does not allow duplicates)*
3. Click **Save** on the dialog Toolbar to save the record.
   *Note that the **New** button is displayed as shown in Fig 3.34. If entries are made correctly, the record is saved*
   *Note the report on the Application Explorer Status*

## Editing an Existing Group Name

To edit an existing Group Name:

1. Navigate to the Group Name that you want to edit through the **Navigation Bar.** *For further information on this, go to Appendix A*

*Fig 3.36 Navigation Bar*

2. Enter the necessary changes
3. Click **Edit** on the dialog Toolbar
   *The EDIT ALERT message is displayed*

*Fig 3.37 Edit Alert*

4. Click **Yes** to save or **No** to cancel saving the changes
   *Note the report on the Application Explorer Status*

## Deleting a Group Name

To Delete a Group name:

1. Navigate to the Group name that you want to delete through the **Navigation Bar** as *shown in Fig 3.36. For further information on this, go to Appendix A.*
2. Click **Delete** on the dialog Toolbar
   *The DELETE ALERT message is displayed*

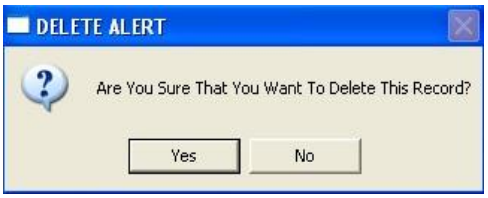



*Fig 3.38 Delete Alert*

3. Click **Yes** to delete or **No** to cancel deleting the record
   *Note the report on the Application Explorer Status*

# States

The States dialog is used to store and manage the names of States in CyberShop.

To process a State:

1. Click the **File** menu

*Fig 3.39 File Menu*

2. Select **States**
   *This displays the States dialog as shown below in Fig 3.40*

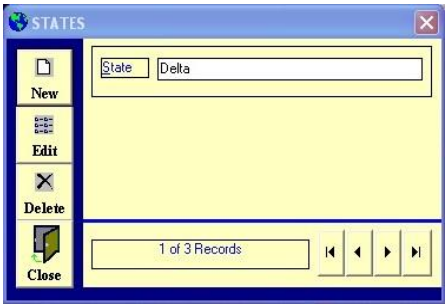



*Fig 3.40 States dialog*

## Creating a New State

To create a new State:

1. Click **New** on the dialog Toolbar to reset the entry field

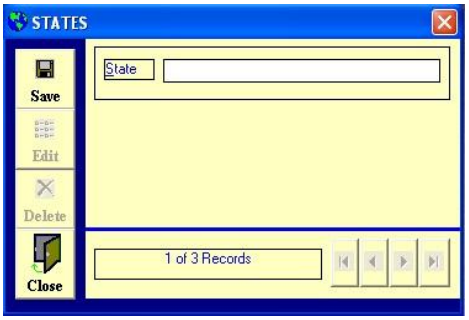



*Fig 3.41 States dialog*

*The **Save** button is displayed as shown in Fig 3.41. Note the buttons that are disabled. Clicking **Save** re-enables them.*

2. Enter **Name.**
   *This must be unique (it does not allow duplicates)*
3. Click **Save** on the dialog Toolbar to save the record.
   *Note that the **New** button is displayed as shown in Fig 3.40. If entries are made correctly, the record is saved*
   *Note the report on the Application Explorer Status*

## Editing an Existing State

To edit an existing State:

1. Navigate to the State that you want to edit through the **Navigation Bar.** *For further information on this, go to Appendix A*

*Fig 3.42 Navigation Bar*

2. Enter the necessary changes
3. Click **Edit** on the dialog Toolbar
   *The EDIT ALERT message is displayed*

*Fig 3.43 Edit Alert*

4. Click **Yes** to save or **No** to cancel saving the changes
   *Note the report on the Application Explorer Status*

## Deleting a State

To Delete a State:

1. Navigate to the State that you want to delete through the **Navigation Bar a***s shown in fig 3.42. For further information on this, go to Appendix A*
2. Click **Delete** on the dialog Toolbar
   *The DELETE ALERT message is displayed*

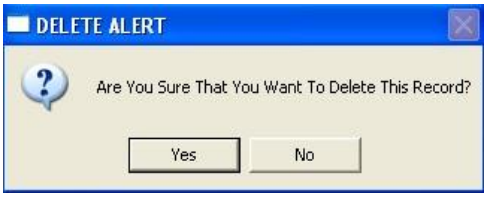



*Fig 3.44 Delete Alert*

3. Click **Yes** to delete or **No** to cancel deleting the record
   *Note the report on the Application Explorer Status*

# Countries

The Countries dialog is used to store and manage the names of Countries in CyberShop.

To process a Country:

1. Click the **File** menu

*Fig 3.45 File Menu*

2. Select **Countries**
   *This displays the Countries dialog as shown below in Fig 3.46*

*Fig 3.46 Countries dialog*

## Creating a New Country

To create a new Country:

1. Click **New** on the dialog Toolbar to reset the entry field

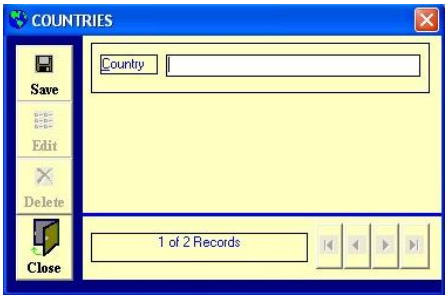



*Fig 3.47 Countries dialog*

*The **Save** button is displayed as shown in Fig 3.47. Note the buttons that are disabled. Clicking **Save** re-enables them.*

2. Enter **Name.**
   *This must be unique (it does not allow duplicates)*
3. Click **Save** on the dialog Toolbar to save the record.
   *Note that the **New** button is displayed as shown in Fig 3.47. If entries are made correctly, the record is saved*
   *Note the report on the Application Explorer Status*

## Editing an Existing Country

To edit an existing Country:

1. Navigate to the Country that you want to edit through the **Navigation Bar.** *For further information on this, go to Appendix A*

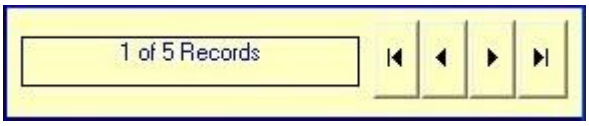



*Fig 3.48 Navigation Bar*

2. Enter the necessary changes
3. Click **Edit** on the dialog Toolbar
   *The EDIT ALERT message is displayed*

*Fig 3.49 Edit Alert*

4. Click **Yes** to save or **No** to cancel saving the changes
   *Note the report on the Application Explorer Status*

## Deleting a Country

To Delete a Country:

1. Navigate to the Country that you want to delete through the **Navigation Bar** *as shown in fig 3.48. For further information on this, go to Appendix A*
2. Click **Delete** on the dialog Toolbar
   *The DELETE ALERT message is displayed*

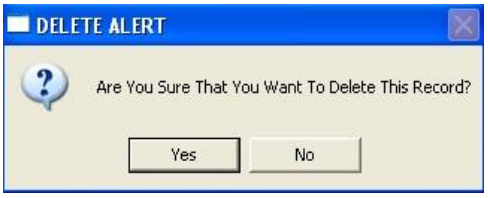



*Fig 3.50 Delete Alert*

3. Click **Yes** to delete or **No** to cancel deleting the record
   *Note the report on the Application Explorer Status*

# Banks

The Banks dialog is used to store and manage the names of Banks in CyberShop.

To process a Bank:

1. Click the **Accounts** menu

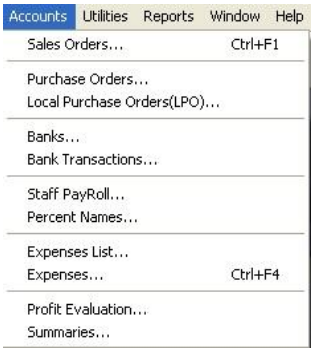



*Fig 3.51 Accounts Menu*

2. Select **Banks**
   *This displays the Banks dialog as shown below in Fig 3.52*

*Fig 3.52 Banks dialog*

## Creating a New Bank

To create a new Bank:

1. Click **New** on the dialog Toolbar to reset the entry field

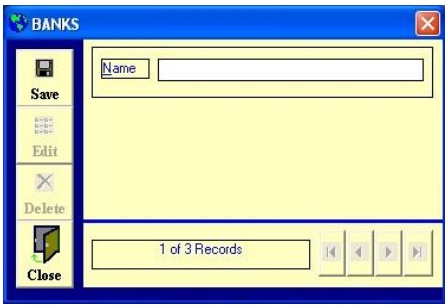



*Fig 3.53 Banks dialog*

*The **Save** button is displayed as shown in Fig 3.49. Note the buttons that are disabled. Clicking **Save** re-enables them.*

2. Enter **Name.**
   *This must be unique (it does not allow duplicates)*
3. Click **Save** on the dialog Toolbar to save the record.
   *Note that the **New** button is displayed as shown in Fig 3.52. If entries are made correctly, the record is saved*
   *Note the report on the Application Explorer Status*

## Editing an Existing Bank

To edit an existing Bank:

1. Navigate to the Bank that you want to edit through the **Navigation Bar.** *For further information on this, go to Appendix A*

*Fig 3.54 Navigation Bar*

2. Enter the necessary changes
3. Click **Edit** on the dialog Toolbar
   *The EDIT ALERT message is displayed*

*Fig 3.55 Edit Alert*

4. Click **Yes** to save or **No** to cancel saving the changes
   *Note the report on the Application Explorer Status*

## Deleting a Bank

To Delete a Bank:

1. Navigate to the Bank that you want to delete through the **Navigation Bar** a*s shown in Fig 3.54*
2. Click **Delete** on the dialog Toolbar
   *The DELETE ALERT message is displayed*

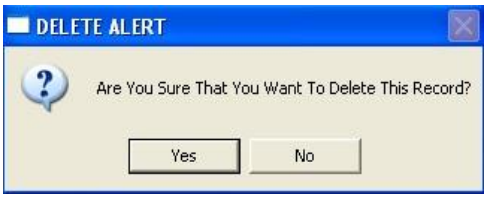



*Fig 3.56 Delete Alert*

3. Click **Yes** to delete or **No** to cancel deleting the record
   *Note the report on the Application Explorer Status*

# Percent Names

The Percent Names dialog is used to store the names of Payroll Percent Allowances and Deductions.

To process a Percent Name:

1. Click the **Accounts** menu

*Fig 3.57 Accounts Menu*

2. Select **Percent Names**
   *This displays the Percent Names dialog as shown below in Fig 3.58*

*Fig 3.58 Percent Names dialog*

## Creating a New Percent Name

To create a new Percent Name:

1. Click **New** on the dialog Toolbar to reset the entry field

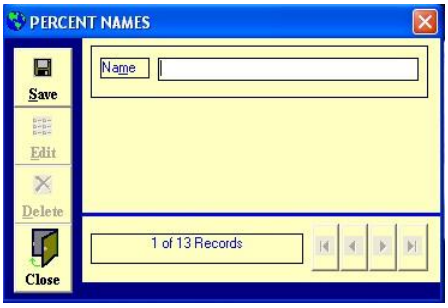



*Fig 3.59 Percent Names dialog*

*The **Save** button is displayed as shown in Fig 3.59. Note the buttons that are disabled. Clicking **Save** re-enables them.*

2. Enter **Name.**
   *This must be unique (it does not allow duplicates)*
3. Click **Save** on the dialog Toolbar to save the record.
   *Note that the **New** button is displayed as shown in Fig 3.58. If entries are made correctly, the record is saved*
   *Note the report on the Application Explorer Status*

## Editing an Existing Percent Name

To edit an existing Percent Name:

1. Navigate to the Percent Name that you want to edit through the **Navigation Bar.** *For further information on this, go to Appendix A*

*Fig 3.60 Navigation Bar*

2. Enter the necessary changes
3. Click **Edit** on the dialog Toolbar
   *The EDIT ALERT message box is displayed*

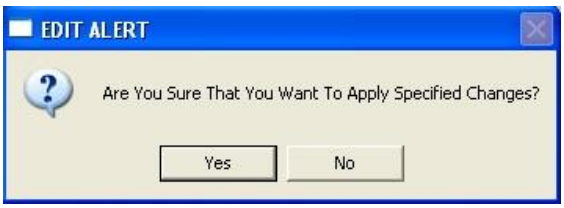



*Fig 3.61 Edit Alert*

4. Click **Yes** to save or **No** to cancel saving the changes
   *Note the report on the Application Explorer Status*

## Deleting a Percent Name

To Delete a Percent name:

1. Navigate to the Percent name that you want to delete through the **Navigation Bar** a*s shown in fig 3.61*
2. Click **Delete** on the dialog Toolbar
   *The DELETE ALERT message is displayed*

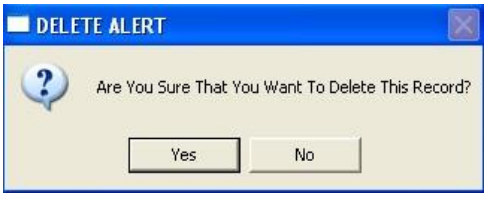



*Fig 3.62 Delete Alert*

3. Click **Yes** to delete or **No** to cancel deleting the record
   *Note the report on the Application Explorer Status*

# Expenses List

The Expenses List dialog is used to store and manage a list of expenses items in CyberShop.

To process a Expenses List:

1. Click the **Accounts** menu

*Fig 3.63 Accounts Menu*

2. Select **Percent Names**
   *This displays the Percent Names dialog as shown below in Fig 3.64*

*Fig 3.64 Expenses List dialog*

## Creating a New Expenses List Item

To create a new Expenses List Item:

1. Click **New** on the dialog Toolbar to reset the entry field

*Fig 3.65 Expenses List dialog*

*The **Save** button is displayed as shown in Fig 3.65. Note the buttons that are disabled. Clicking **Save** re-enables them.*

2. Enter **Item.**
   *This must be unique (it does not allow duplicates)*
3. Click **Save** on the dialog Toolbar to save the record.
   *Note that the **New** button is displayed as shown in Fig 3.64. If entries are made correctly, the record is saved*
   *Note the report on the Application Explorer Status*

## Editing an Existing Expenses List Item

To edit an existing Expenses List Item:

1. Navigate to the Item that you want to edit through the **Navigation Bar.** *For further information on this, go to Appendix A*

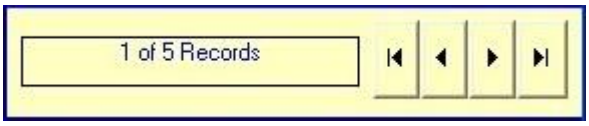



*Fig 3.66 Navigation Bar*

2. Enter the necessary changes
3. Click **Edit** on the dialog Toolbar
   *The EDIT ALERT message box is displayed*

*Fig 3.67 Edit Alert*

4. Click **Yes** to save or **No** to cancel saving the changes
   *Note the report on the Application Explorer Status*

## Deleting an Expenses List Item

To Delete an Expenses List Item:

1. Navigate to the Expenses List that you want to delete through the **Navigation Bar** *as shown in Fig 3.66*
2. Click **Delete** on the dialog Toolbar
   *The DELETE ALERT message is displayed*

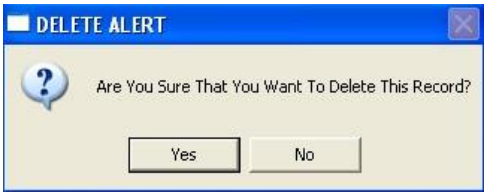



*Fig 3.68 Delete Alert*

3. Click **Yes** to delete or **No** to cancel deleting the record
   *Note the report on the Application Explorer Status*

# Chapter 4

# Stocking

Stocking is the process of collating the details of your stocks and loading them into CyberShop with important details such as the Name, Retail Price, Wholesale Price if necessary, Quantity, Cost Price etc.
There are two types of stocking:

- **Electronic Stocking**
- **Manual Stocking**

## Electronic Stocking

Refer to **Importing Stocks from External Sources** in *Chapter 2*

## Manual Stocking

With manual stocking, commonly used, Product stocks are entered directly into CyberShop. The processes involved in manual stocking include the following:

i. Creating a new Product
ii. Editing an existing Product
iii. Deleting a Product

To process a product:

1. Click the **File** menu

*Fig 4.0 File Menu*

2. Select **Products**
   *Or press **Ctrl + F2** on the keyboard or click **Products** on the Application Toolbar to display the **PRODUCTS (STOCK)** dialog as shown in Fig 4.2*

*Fig 4.1 Application Toolbar*

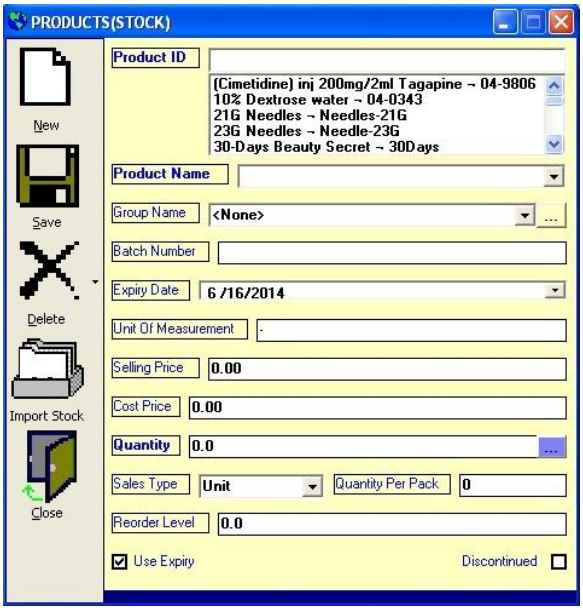



*Fig 4.2 Products (Stock) dialog*

## Creating a new Product

To create a new Product:

1. If a product is selected, click **New** on the dialog Toolbar otherwise, go to step 2 below
   *If you click **New**, the Input Prompt message is displayed*

*Fig 4.3 Input Prompt*

   *Click **Yes** to register a new product*

2. Enter the **Product ID**
   *The **Product ID** is a unique number used to identify each product. It can be a Barcode, NAFDAC number or any series of uniquely generated numbers. It can also be alphanumeric. Please, avoid the use of special characters such as these (. , / \ * ' { [ ] } etc).*
3. Enter the **Product Name**
   *The **Product Name** must be unique and should not be too long especially if you are using the POS printer. The Product Name is important for **Product Tracking** in terms of which **Customer** bought an item and which **Supplier** supplied the item.*
4. Select a **Group Name**
   *Group Names are used to categorize the products. E.g. Antibiotics, Antacids, Analgesics etc*
5. Enter **Batch Number**
   *The **Batch Number** is very important for **Product Tracking** in terms of which **Customer** bought an item and which **Supplier** supplied the item.*
6. Set **Expiry Date**
   *It's very important to set the **Expiry Date** accurately for stocks that could expire. That way CyberShop is able to track and promptly alert users of the expiry dates of their stocks*
7. Enter the **Unit of Measurement**
   *This is optional*
8. Enter **Selling Price** and **Cost Price**
   *These are important entries for CyberShop to display the marginal **Profit** in the **Income Statement** Summary reports*
9. Enter **Quantity** by the smallest unit of sales
   *Click the **Quantity** button (ellipsis) to reset the quantities of all products in stock to zero. This may be necessary when recounting Stocks, which is generally done at regular intervals*
10. Select **Sales Type**

*The default **Sales Type** is **Unit.** Select **Pack** for stocks that are sold both in **units** and **packs***

11. Enter **Quantity Per Pack** if **Sales Type** selected in step **10** is **Pack.**
12. Enter **Reorder Level**
    *The **Reorder Level** is used to determine the **Quantity** the stock gets to, for a Reorder Alert to be displayed to the user.*
13. Check or uncheck **User Expiry** to determine whether CyberShop should look up the expiry date of the product or not.
14. Check **Discontinued** for a product that is no longer available for sale. That way, the Product is not available on **Sales Orders** and **Purchase Orders**.
15. Click **Save** on the dialog Toolbar to save the record.
    *If all entries are made correctly, the record is saved and its name appears in the Product ID list*

*Note the report on the Application Explorer Status*

## Editing an Existing Product

To edit an existing Product:

1. **Select** an Item from the **Product ID** list and press **Enter** on the keyboard or **Double Click** on an Item to display the product details. To search for an Item, type the first few letters of the Item until it becomes visible, and then select it.
   *Make sure that only the Product Number appears on the Product ID as shown in Fig 4.4*

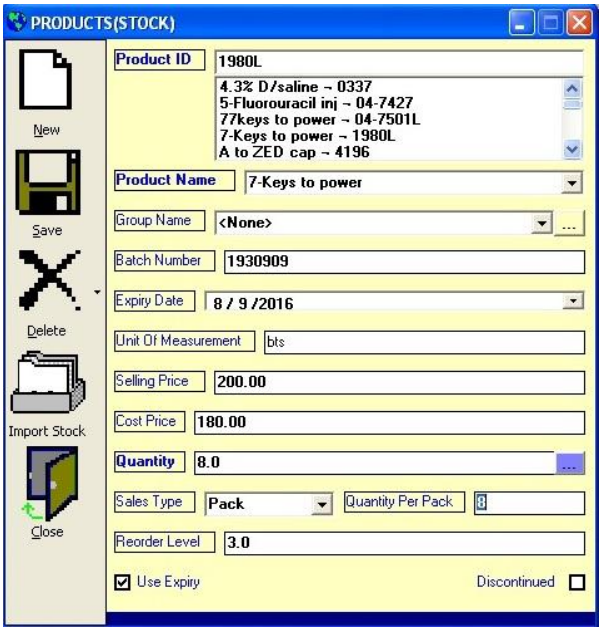



*Figure 4.4 Product (Stock) dialog*

2. Make or enter the necessary changes
3. Click **Save** on the dialog Toolbar
   *The UPDATE ALERT message is displayed*

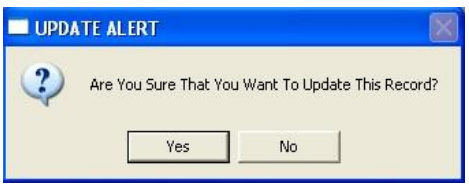



*Fig 4.5 Update Alert*

4. Click **Yes** to save or **No** to cancel saving the Updates

*Note the report on the Application Explorer Status*

## Deleting a Product

To Delete a Product:

1. **Select** an Item from the **Product ID** list and press **Enter** on the keyboard or **Double Click** on an Item to display the product details. To search for an Item, type the first few letters of the Item until it becomes visible, and then select it.

*Make sure that only the Product Number appears on the Product ID as shown in Figure 4.4*

2. Click **Delete** on the dialog Toolbar
*The DELETE ALERT message box is displayed*

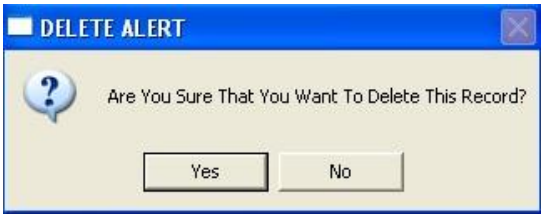



*Fig 4.6 Delete Alert*

3. Click **Yes** to delete or **No** to cancel deleting the record
*Note the report on the Application Explorer Status*

## Previewing Product Stock List

To preview the Product Stock list Press **F10** on the keyboard

Product Current Stock Details As At **Monday, July 28, 2014**

| Ref. Number | Description | Active Stock | Selling Price | Cost Price | Expiry Date |
|---|---|---|---|---|---|
| 04-9806 | (Cimetidine) inj 200mg/2ml | 0.0 | 0.00 | 0.00 | 1/03/2011 |
| 04-0343 | 10% Dextrose water | 0.0 | 0.00 | 0.00 | 1/06/2012 |
| Needles-21G | 21G Needles | 20.0 | 500.00 | 200.00 | 9/01/2017 |
| Needle-23G | 23G Needles | 0.0 | 0.00 | 0.00 | 1/01/2012 |
| 30Days | 30-Days Beauty Secret | 5.0 | 1000.00 | 800.00 | 25/07/2014 |
| 0337 | 4.3% D/saline | 0.0 | 0.00 | 0.00 | 1/09/2012 |
| 04-7427 | 5-Fluorouracil inj | 0.0 | 0.00 | 0.00 | 16/09/2011 |
| 04-7501L | 77keys to power | 0.0 | 0.00 | 0.00 | 1/02/2010 |
| 1980L | 7-Keys to power | 4.0 | 200.00 | 180.00 | 20/08/2014 |
| 4196 | A to ZED cap | 0.0 | 0.00 | 0.00 | 1/12/2010 |
| 1837 | Abactal inj | 0.0 | 0.00 | 0.00 | 1/04/2010 |
| 04-1837 | Abaktal (peflacine) inj | 0.0 | 0.00 | 0.00 | 1/04/2010 |
| 7788 | ABF cream | 0.0 | 0.00 | 0.00 | 1/08/2012 |
| 04-2155 | Abidec drop | 10.0 | 200.00 | 120.00 | 20/07/2015 |
| 1514 | Abitren tab 100 | 0.0 | 0.00 | 0.00 | 1/09/2008 |
| 5773 | Aboniki balm | 0.0 | 0.00 | 0.00 | 3/12/2012 |

*Fig 4.7 Product Stock List*

## Printing Product Stock List

To print the Product list, click the **Print** button on the report Toolbar

*Fig 4.8 Report Toolbar*

# Chapter 5

## Sales

CyberShop offers very simple and user-friendly processes with which you can carry out sales transactions. These transactions generate **Sales Invoices** and **Receipts** after payments are entered. Units of items sold are automatically removed from stock (**Active Stock)**. That way, CyberShop maintains an active status of the current stock of each item.

To process a Sales Order:

1. Click **Accounts** menu

*Fig 5.0 Accounts Menu*

2. Select **Sales Orders**
   *Or press **Ctrl + F1** or click **Sales** on the Application Toolbar*

*Fig 5.1 Application Toolbar*

*This displays the **SALES ORDERS** dialog*

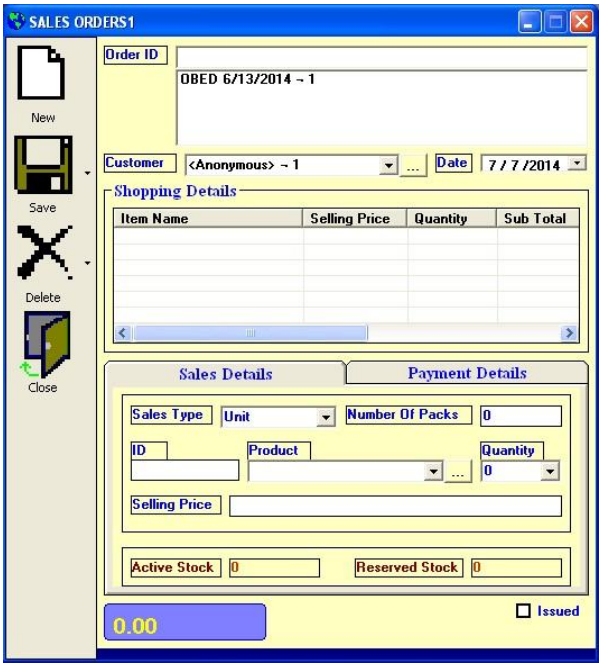



*Fig 5.2 Sales Orders dialog*

***Important**: To attend to multiple Customers at the same time, repeat step 2 as many times, as shown in Fig 5.3*

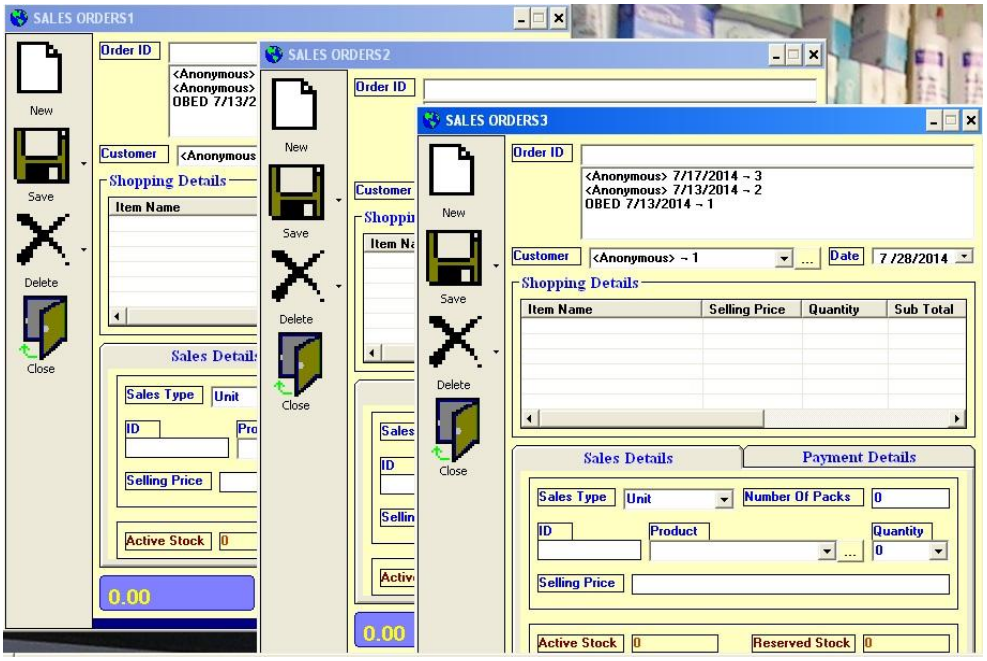



*Fig 5.3 Multiple Sales Points*

## Creating a New Sales Order

To create a new Sales Order:

1. If a Sales Order or Invoice is selected, click **New** on the dialog Toolbar else go to step 2 below
   *If you click **New**, an Input Prompt message is displayed*

*Fig 5.4 Input Prompt*

*Click **Yes** to clear or reset all the entry fields for a new Sales Order entry*

***Important:** Order ID (Invoice Number) is system or auto generated, so do not enter it*

2. Select **Customer** if it's an order for a named customer

### Using Barcode Scanner

3. Be sure that the cursor is on **ID** on the **Sales Details** tab, then scan the product
   *This fetches the product details such as **Product Name** and **Selling Price***

### Using Product Name

4. Select a product from the **Product** list of the **Sales Details** tab
   *This fetches the product details such as **Product ID** and **Selling Price** as well*
5. Select **Qty** to enter the quantity (units) of items ordered by the customer.
   *Alternatively, enter the quantity and press **Enter** on the keyboard to add an item to the **Invoice.** The item and the details of the transaction appear on the **Sales Details** spread sheet. With each item added, Note the **Invoice Total***

*Fig 5.5 Invoice Total*

6. To add more items repeat steps 3 through to 5 *as shown Fig 5.6 below*.

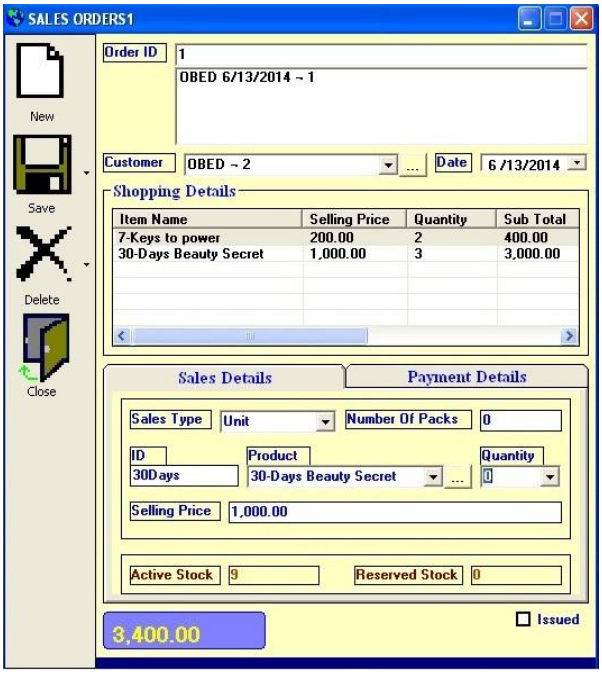



*Fig 5.6 Sales Orders dialog*

7. Select **Payment Details**

*This displays the tab with the payment details. Note the **Amount To Pay***

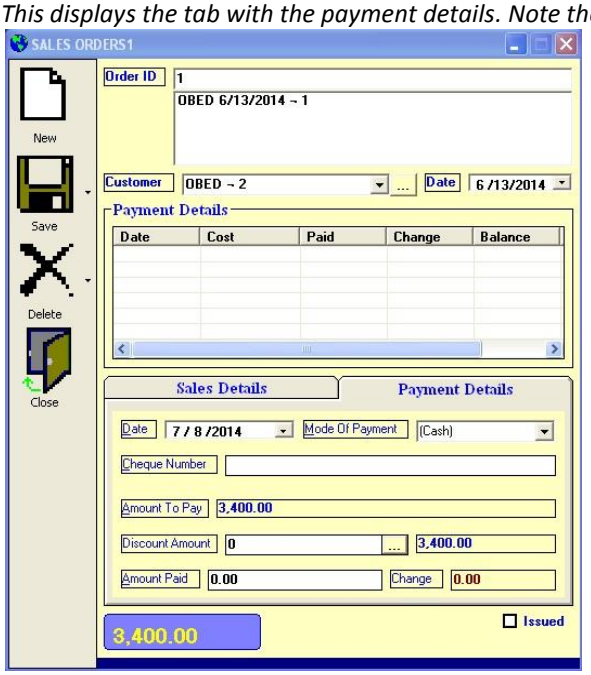



*Fig 5.7 Sales Orders dialog*

8. Select **Mode Of Payment**
9. Enter **Cheque Number** if **Mode Of Payment** is not **Cash**
10. Enter **Discount Amount** if required

*To enter **Discount Amount** in percentage*

- *Click the **Discount Amount** button (ellipsis).*
  *This displays the **DISCOUNT RATE** dialog.*

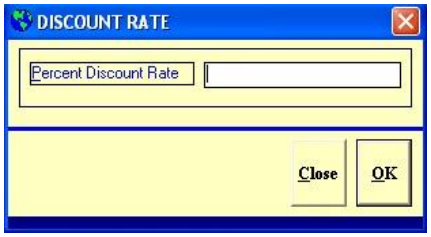



*Fig 5.8 Discount Rate Dialog*

- *Enter the **Percent Discount Rate** (numeric)*
- *Click **OK**.*
  *The **Discount Amount** is calculated and displayed.*

**11.** Enter **Amount Paid**. This is the exact amount paid by the **Customer**
*Note the value on the **Change** (the balance amount to return to the **Customer**)*

**12.** While the cursor is still on **Amount Paid**, press **Enter** on the keyboard

*Fig 5.9 Context menu*

*Or right-click on the tab surface to display a context menu and select **Save Payment**. The payment details appear on the **Payment Details** spreadsheet. Note the **Amount To Pay** (set to 0 for complete payment)*

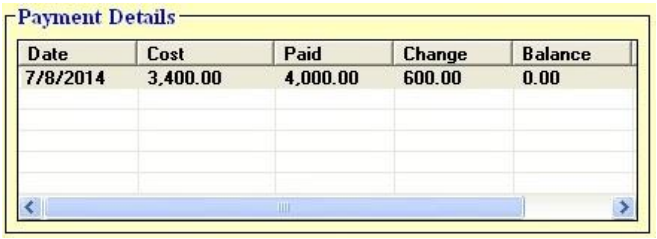



*Fig 5.10 Payment Details spreadsheet*

*If **Auto Print Invoice** is on (do this in the **Set Values** section in Chapter 3), the Invoice is instantly sent to the printer. Otherwise, a preview of the invoice is displayed.*

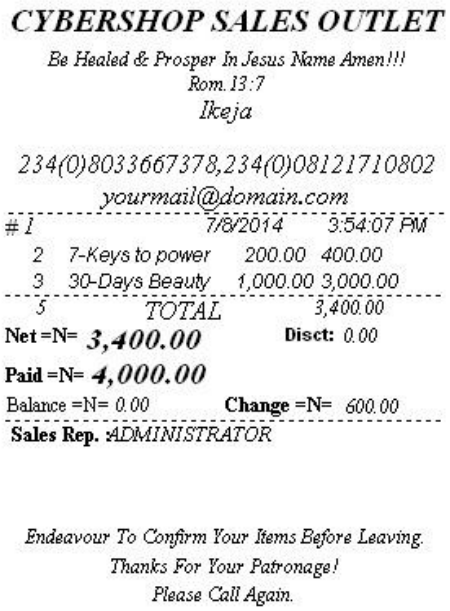



*Fig 5.11 Sales Invoice*

**13.** Click **Print** on the report Toolbar to print the Invoice

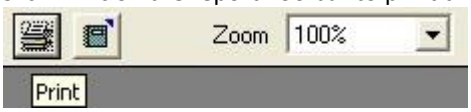



*Fig 5.12 Report Toolbar*

## Editing an Existing Sales Order

To edit an existing Sales Order:

1. **Select** an order from the **Order ID** list and press **Enter** on the keyboard or **Double Click** on an order to display the order details. To search for an order, type the first few letters of the order until it becomes visible, and then select it to display the details of the order.
   *Make sure that only the order ID appears on the **Order ID** as shown in Fig 5.13*

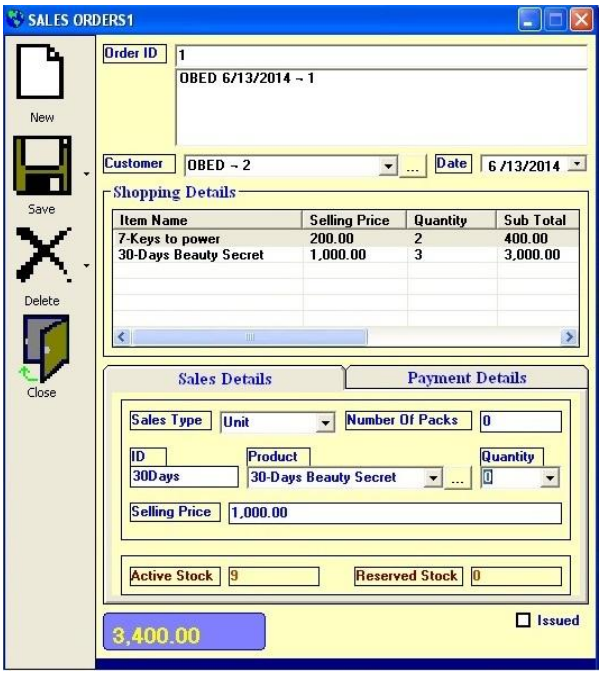



*Fig 5.13 Sales Orders dialog*

2. Make the necessary changes
   *Note that you can only make changes to **Customer** and **Date** on a sales order. But you can remove or add items to **Sales Details** and **Payment Details***
3. Click **Save** on the dialog Toolbar
   *The UPDATE ALERT message is displayed*

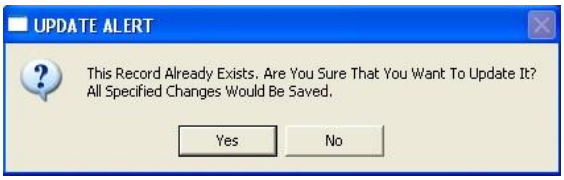

UPDATE ALERT
This Record Already Exists. Are You Sure That You Want To Update It?
All Specified Changes Would Be Saved.
Yes
No

*Fig 5.14 Update Alert*

4. Click **Yes** to save or **No** to cancel saving the Updates
   *Note the report on the Application Explorer Status*

## Deleting a Sales Order

To Delete a Sales Order:

1. **Select** an order from the **Order ID** list and press **Enter** on the keyboard or **Double Click** on an order to display the order details. To search for an order, type the first few letters of the order until it becomes visible, and then select it to display the details of the order.
   *Make sure that only the order ID appears on the **Order ID** as shown in Fig 5.13*
1. Click **Delete** on the dialog Toolbar
   *The DELETE PROMPT message is displayed*

DELETE PROMPT
Are Sure That You Want To Delete This Orders Record?
Deleting This Record Will Also Delete All Its Shopping Details(Restocking the Quantities) And Payment Details.
Do You Want To Continue?
Yes
No

*Fig 5.15 Delete Prompt*

2. Click **Yes** to delete the Order and all its details (items are restocked) and payments or **No** to cancel deleting the Order.
   *You need the appropriate Permissions to carry out this operation.*
   *Note the report on the Application Explorer Status*

## Removing Items from Sales Details

To remove an item from **Sales Details**

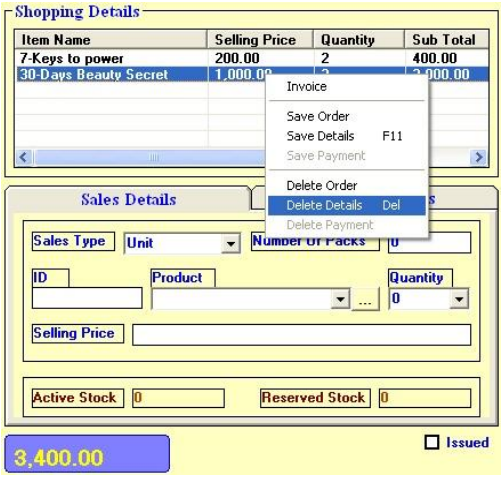



*Fig 5.16 Shopping Details Spreadsheet*

1 **Select** an item on the **Shopping Details** spreadsheet to highlight it.
2 Press **Del** or **Delete** on the keyboard or right-click the item to display a context menu and select **Delete Details**
*This displays a DELETE PROMPT message*

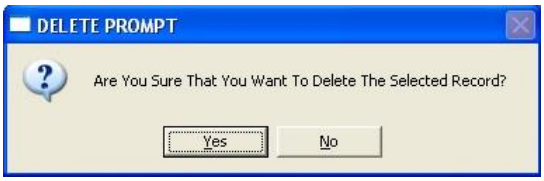



*Fig 5.17 Delete Prompt*

3. Click **Yes** to delete or **No** to cancel deleting the record
   *You must remove all **Payment Details** on the Order in order to remove items from the **Shopping Details**.*
   *Note the report on the Application Explorer Status*

***Important:*** *Any item that is removed from Shopping Details is automatically returned to its Stock*

## Removing Items from Payment Details

To remove an item from **Payment Details**

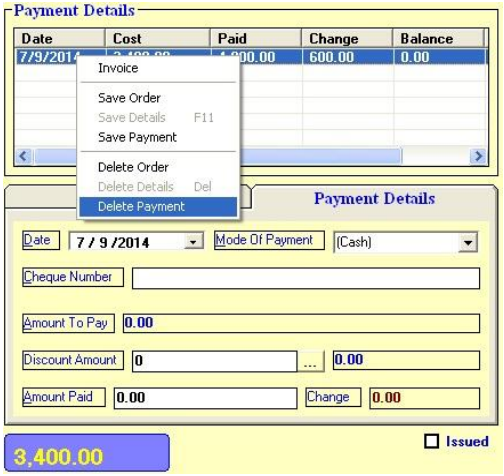



*Fig 5.18 Payment Details spreadsheet*

1. Click the **Payment Details** tab to select it
2. **Select** an item on the **Payment Details** spreadsheet to highlight it.
3. Press **Del** or **Delete** on the keyboard or right-click the item to display a context menu and select **Delete Payment**
   *This displays a DELETE PROMPT message*

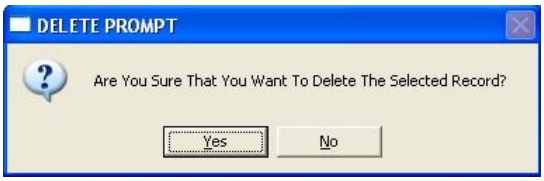



*Fig 5.19 Delete Prompt*

4. Click **Yes** to delete or **No** to cancel deleting the record
   *You must remove all **Payment Details** in order to add or remove items from the **Sales Order**.*
   *Note the report on the Application Explorer Status*

# Chapter 6

# Purchase

Just as Sales transactions remove items from stocks (**Active Stock)**, Purchase transactions are used to add items to stocks (**Active** or **Reserved Stock** as case may be**)** and also to store purchase invoices.
To process a Purchase Order:

1. Click the **Accounts** menu

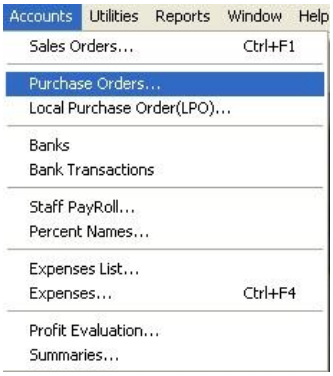



*Fig 6.0 Accounts Menu*

2. Select **Purchase Orders**
   *Or click **Purchases** on the Application Toolbar to display the **PURCHASE ORDERS** dialog*

*Fig 6.1 Application Toolbar*

## Creating a New Purchase Order

To create a new Purchase Order:

1. If a Purchase Order or Invoice is selected, click **New** on the dialog Toolbar to clear all fields else go to step 2 below

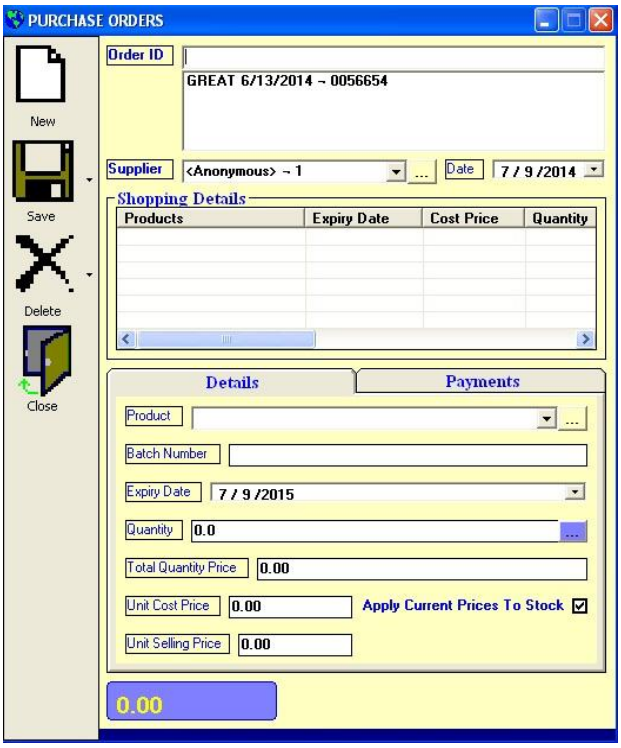



*Fig 6.2 Purchase Orders dialog*

*If you click **New**, an Input Prompt message is displayed*

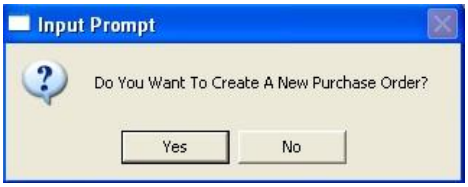



*Fig 6.3 Input Prompt*

*Click **Yes** to clear or reset all entry fields for a new Purchase Order entry*

***Important:** You must enter the Order ID which is the Invoice Number on your Purchase Invoice*

2. Select **Supplier**
3. Set **Date** if necessary.
4. Select **Product**
5. Enter **Batch Number**
6. Set **Expiry Date** which is set to the date a year from the current system date
7. Enter **Quantity**
8. Enter **Total Quantity Price**
   *Notice that, this displays the **Unit Cost Price** – which you may choose to keep or modify*
9. Enter **Unit Cost Price** if necessary
10. Enter **Unit Selling Price**
11. Uncheck **Apply Current Prices To Stock** if you do not want the new prices to be used to overwrite the old stock prices (in **Active Stock**)
12. If the cursor is on **Unit Selling Price**, press **Enter** on the keyboard
    *Or right-click on the tab surface to display a context menu and select **Save Details** as shown in Fig 6.9 below. The details should appear on the **Shopping Details** spreadsheet as shown in Fig 6.4 below*

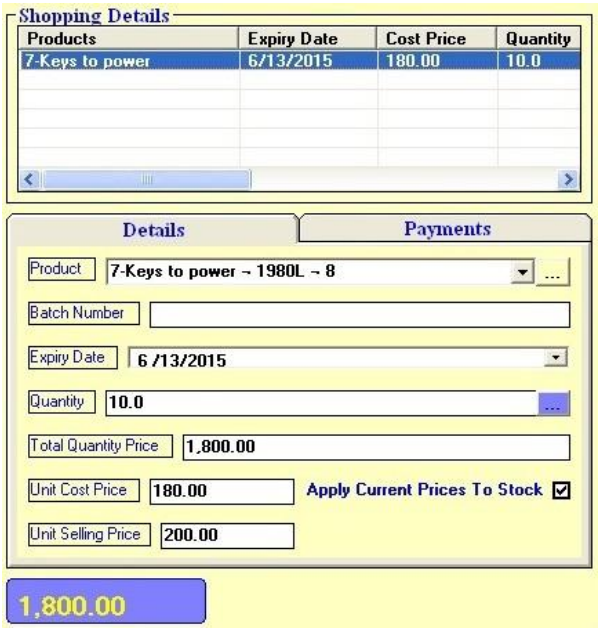



*Fig 6.4 Shopping Details Spreadsheet*

13. To add more items, repeat steps 4 through to 12
14. Click **Payments** tab
    *This displays the payment details. Note the **Amount To Pay***

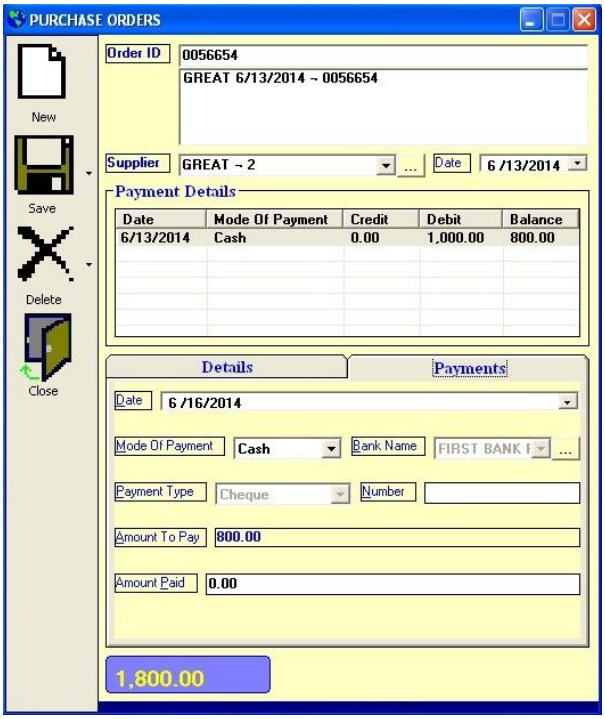



*Fig 6.5 Purchase Orders dialog*

15. Set **Date** if necessary
16. Select **Mode Of Payment**
17. Select **Payment Type** if **Mode Of Payment** is not **Cash**
18. Enter **Number** if **Payment Type** is selected
19. Enter **Amount Paid**. This is the exact amount paid to the **Supplier**
20. While the cursor is still on **Amount Paid**, press **Enter** on the keyboard
    *Or right-click on the tab surface to display a context menu and select **Save Payment**. The payment details appear on the **Payment Details** spreadsheet. Note the **Amount To Pay** (set to 0 for complete payment)*

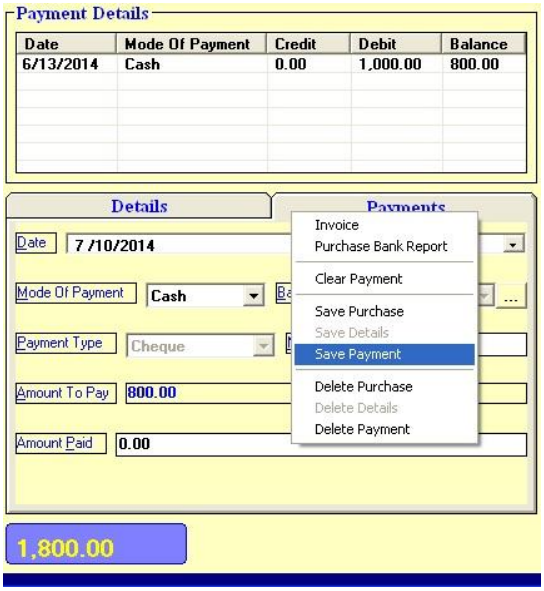



*Fig 6.6 Payment Details Spreadsheet*

21. Click **Invoice** on the Application Toolbar to preview the Purchase Invoice.
    *Or Click the **Reports** menu and select **Invoice** or press F6 button on the keyboard*

PURCHASE INVOICE

Name GREAT
Address LAGOS

Invoice No 0056654

Fri, 13 Jun 2014

| Quantity | Description Of Goods | Batch No. | Expiry Date | Cost Price | Amount |
|---|---|---|---|---|---|
| 10 | 7-Keys to power | | 2015-06-13 | 180.00 | 1,800.00 |
| | | | | Total | 1,800.00 |

*Fig 6.7 Purchase Invoice*

22. Click **Print** on the report Toolbar to print the Invoice

*Fig 6.8 Report Toolbar*

## Editing an Existing Purchase Order

To edit an existing Purchase Order:

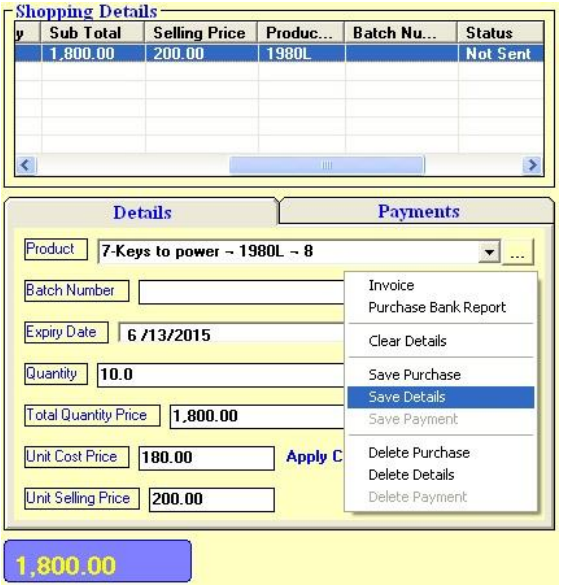



*Fig 6.9 Shopping Details Spreadsheet*

5. **Select** an order from the **Order ID** list *as shown in Fig 6.5* and press **Enter** on the keyboard or **Double Click** on an order to display the order details. To search for an order, type the first few letters of the order until it becomes visible, and then select it.
   *Note that you can also display the details of an Order or Invoice by entering the Order ID or Invoice Number*
6. Make the necessary changes.
7. If the cursor is on **Unit Selling Price**, press **Enter** on the keyboard
   *Or right-click on the tab surface to display a context menu and select **Save Details**.*
   *The UPDATE PROMPT message is displayed*

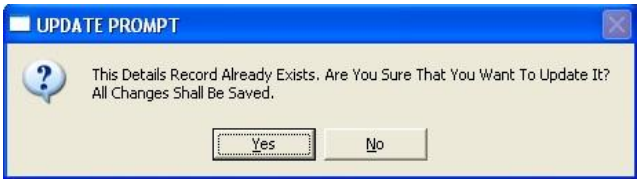

UPDATE PROMPT
This Details Record Already Exists. Are You Sure That You Want To Update It?
All Changes Shall Be Saved.
Yes
No

*Fig 6.10 Update Prompt*

8. Click **Yes** to save or **No** to cancel saving the Updates

***Important:** Edit is possible only when **Status** is **Not Sent** (the last column on the spreadsheet above – Fig 6.9)*
*Note the report on the Application Explorer Status*

## Deleting a Purchase Order

To Delete a Purchase Order:

1. **Select** an order from the **Order ID** list *as shown in Fig 6.5* and press **Enter** on the keyboard or **Double Click** on an order to display the order details. To search for an order, type the first few letters of the order until it becomes visible, and then select it.
   *Make sure that only the order ID appears on the **Order ID** as shown in Fig 6.5*
2. Click **Delete** on the dialog Toolbar
   *The DELETE PROMPT message is displayed*

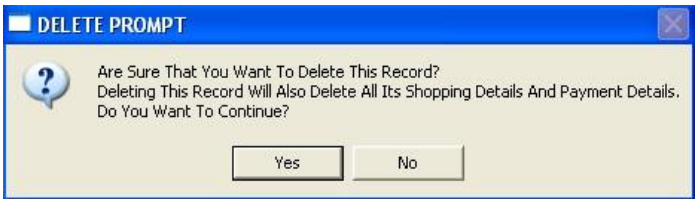

DELETE PROMPT
Are Sure That You Want To Delete This Record?
Deleting This Record Will Also Delete All Its Shopping Details And Payment Details.
Do You Want To Continue?
Yes
No

*Fig 6.11 Delete Prompt*

3. Click **Yes** to delete the Order and all its details and payments or **No** to cancel deleting the Order
   *Note the report on the Application Explorer Status*

## Removing Items from Shopping Details

To remove an item from **Shopping Details**

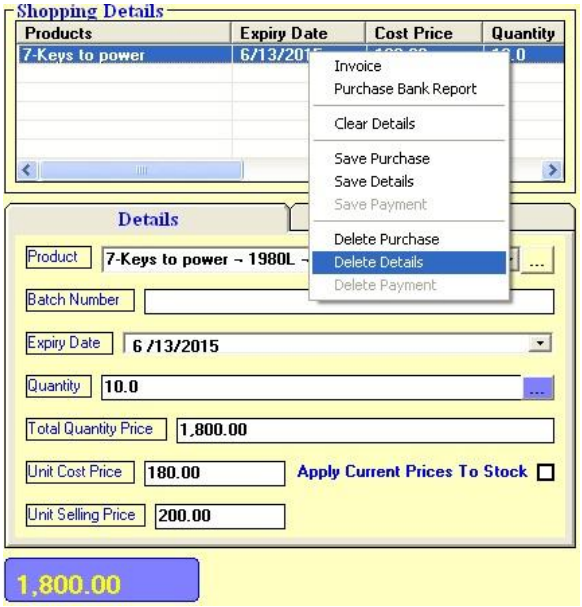



*Fig 6.12 Shopping Details Spreadsheet*

3 **Select** an item on the **Shopping Details** spreadsheet to highlight it.
4 Press **Del** or **Delete** on the keyboard or right-click the item to display a context menu and select **Delete Details**
*This displays a DELETE PROMPT message*

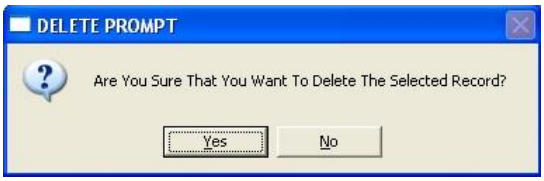



*Fig 6.13 Delete Prompt*

5. Click **Yes** to delete or **No** to cancel deleting the record
   *You must remove all **Payment Details** on the Order in order remove items from the **Shopping Details**.*
   *Note the report on the Application Explorer Status*

## Removing Items from Payment Details

To remove an item from **Payment Details**

1. Click the **Payment Details** tab to select it
2. **Select** an item on the **Payment Details** spreadsheet to highlight it.

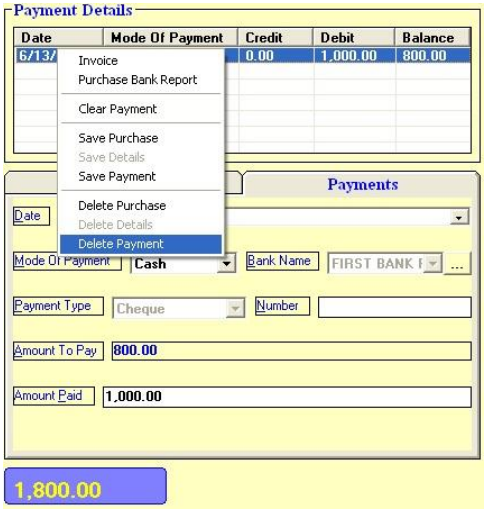



*Fig 6.14 Payment Details Spreadsheet*

3. Press **Del** or **Delete** on the keyboard or right-click the item to display a context menu *as shown above in Fig 6.14* and select **Delete Payment**
   *This displays a DELETE PROMPT message as shown in Fig 6.15*

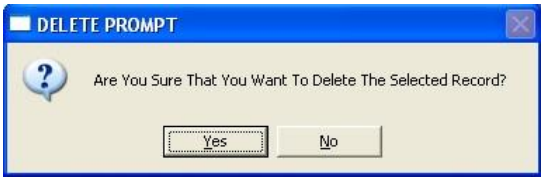



*Fig 6.15 Delete Prompt*

4. Click **Yes** to delete or **No** to cancel deleting the record.
   *Note the report on the Application Explorer Status*

# Chapter 7

# Expenses

Expenses are made on a daily basis. CyberShop offers utilities with which you can enter and manage all your expenses.
To process an Expenses Order:

1. Click the **Accounts** menu

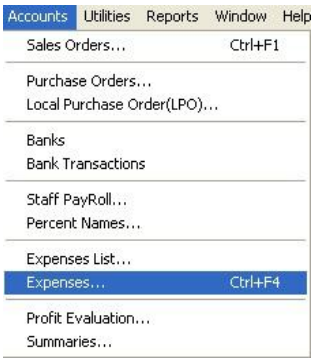



*Fig 7.0 Accounts Menu*

2. Select **Expenses…**
   *Or click **Expenses** on the Application Toolbar to display the **EXPENSES** dialog*

*Fig 7.1 Application Toolbar*

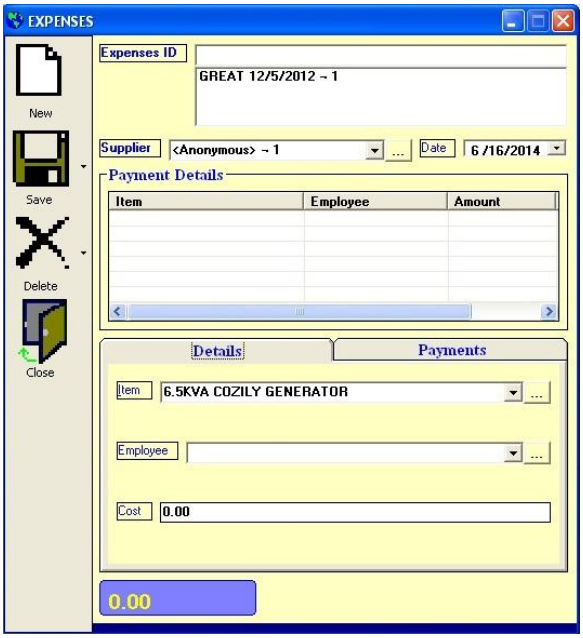



*Fig 7.2 Expenses dialog*

## Creating a new Expenses Order

To create a new Expenses Order:

1. If an Expenses Order is selected, click **New** on the dialog Toolbar to clear all entry fields else go to step 2 below
   *If you click **New**, an Input Prompt message is displayed*

*Fig 7.3 Input Prompt*

*Click **Yes** to clear or reset the fields for a new Expenses entry*

***Important:** You must enter the Expenses ID, which must be unique (does not allow duplicates)*

2. Select **Supplier** if necessary
3. Set **Date** if necessary.
4. Select **Item** from the **Item** dropdown list on the **Details** tab
   *Click the Item button (ellipsis) to enter a new item, and then select it*
5. Select **Employee**
   *Click the Employee button (ellipsis) to enter new employee information, and then select it*
6. Enter **Cost**
7. While the cursor is on **Cost**, press **Enter** on the keyboard
   *Or right-click on the tab surface to display a context menu and select **Save Details** as shown in Fig 7.4 below. The details should appear on the **Shopping Details** spreadsheet*

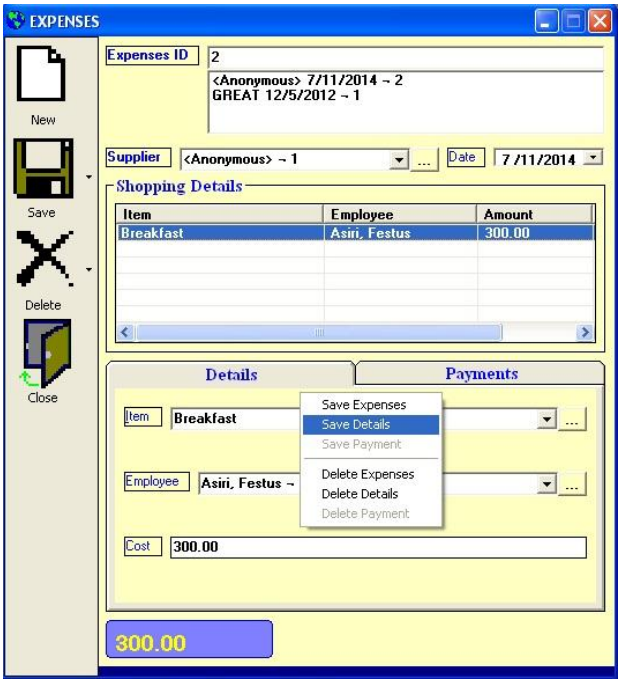



*Fig 7.4 Expenses dialog*

8. To add more items repeat steps 4 through to 7
   *Note the **Invoice Total.** E.g. 300.00*
9. Click **Payments** tab
   *This displays the payment details. Note the **Amount To Pay***

*Fig 7.5 Payments Tab*

10. Set **Date** if necessary
11. Select **Mode Of Payment** if necessary
12. Enter **Cheque Number** if **Mode Of Payment** is not **Cash**
13. Enter **Amount Paid**.
14. While the cursor is still on **Amount Paid**, press **Enter** on the keyboard
    *Or right-click on the tab surface to display a context menu and select **Save Payment**. The payment details appear on the **Payment Details** spreadsheet. Note the **Amount To Pay** (set to 0 for complete payment)*

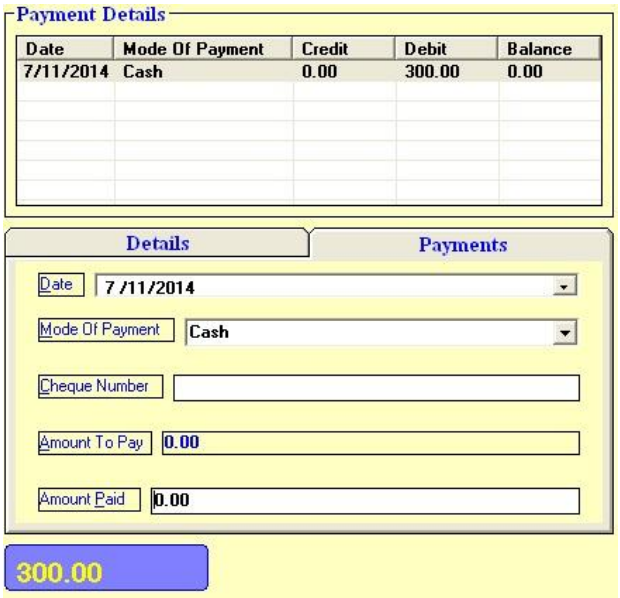



*Fig 7.6 Payment Details Spreadsheet*

15. Click **Invoice** on Application Toolbar to preview the Expenses Invoice.
    *Or Click **Reports** menu and select **Invoice** or press F6 button on the keyboard*

EXPENSES INVOICE

Name GREAT
Address LAGOS

Invoice No. 1

Wed, 05 Dec 2012

| DESCRIPTION OF GOODS | EMPLOYEE | AMOUNT |
|---|---|---|
| 6.5KVA COZILY GENERATOR | Asiri, Festus | 200.00 |
| Camry car | Asiri, Festus | 300.00 |
| | TOTAL | 500.00 |

*Fig 7.7 Expenses Invoice*

16. Click **Print** on the report Toolbar to print the Invoice

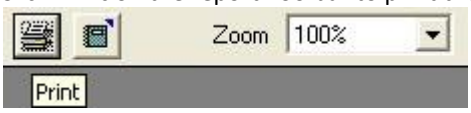



*Fig 7.8 Report Toolbar*

## Editing an Existing Expenses Order

To edit an existing Expenses Order:

1. **Select** an order from the **Expenses ID** list and press **Enter** on the keyboard or **Double Click** on an order to display the order details. To search for an order, type the first few letters of the order until it becomes visible, and then select it.
2. Make the necessary changes.
3. If the cursor is on **Cost**, press **Enter** on the keyboard
   *Or right-click on the tab surface to display a context menu and select **Save Details** as shown in Fig 7.4.*
   *The UPDATE PROMPT message is displayed*

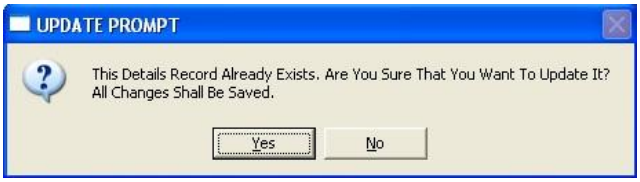

UPDATE PROMPT
This Details Record Already Exists. Are You Sure That You Want To Update It?
All Changes Shall Be Saved.
Yes
No

*Fig 7.9 Update Prompt*

4. Click **Yes** to save or **No** to cancel saving the Updates
   *Note the report on the Application Explorer Status*

## Deleting an Expenses Order

To Delete an Expenses Order:

1. **Select** an order from the **Expenses ID** list and press **Enter** on the keyboard or **Double Click** on an order to display the order details. To search for an order, type the first few letters of the order until it becomes visible, and then select it.
   *Make sure that only the Expenses ID or number appears on the **Expenses ID** as shown in Fig 7.4*
2. Click **Delete** on the dialog Toolbar or right-click the Expenses dialog to display a context menu and then select **Delete Expenses**
   *The DELETE PROMPT message is displayed*

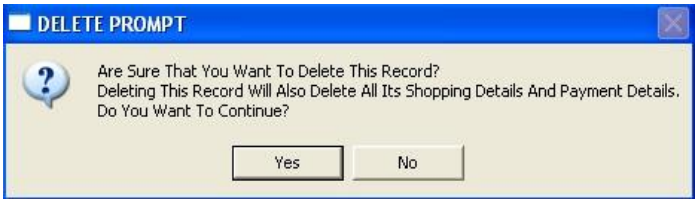

DELETE PROMPT
Are Sure That You Want To Delete This Record?
Deleting This Record Will Also Delete All Its Shopping Details And Payment Details.
Do You Want To Continue?
Yes
No

*Fig 7.10 Delete Prompt*

3. Click **Yes** to delete the Order and all its details and payments or **No** to cancel deleting the Order
   *Note the report on the Application Explorer Status*

## Removing Items from Shopping Details

To remove an item from **Shopping Details**

1. Select an item on the **Shopping Details** spreadsheet to highlight it.

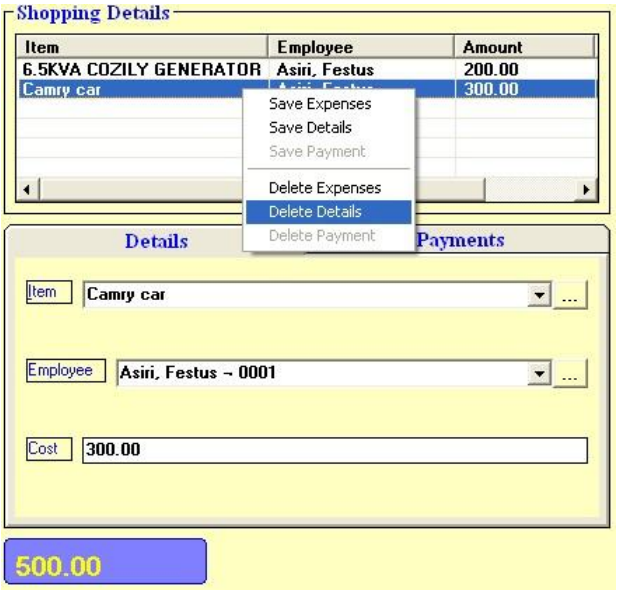



*Fig 7.11 Shopping Details Spreadsheet*

2. Press **Del** or **Delete** on the keyboard or right-click the item to display a context menu and select **Delete Details** *as shown in 6.11*
   *This displays a DELETE ALERT message*

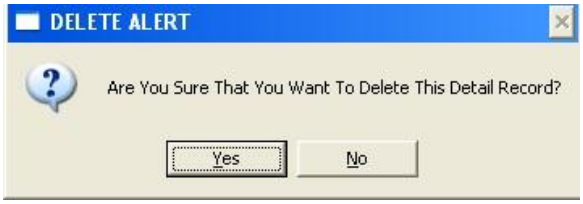



*Fig 7.12 Delete Alert*

3. Click **Yes** to delete or **No** to cancel deleting the record
   *You must remove all **Payment Details** on the Order in order remove items from **Shopping Details**.*
   *Note the report on the Application Explorer Status*

## Removing Items from Payment Details

To remove an item from **Payment Details**

1. Click the **Payment Details** tab to select it

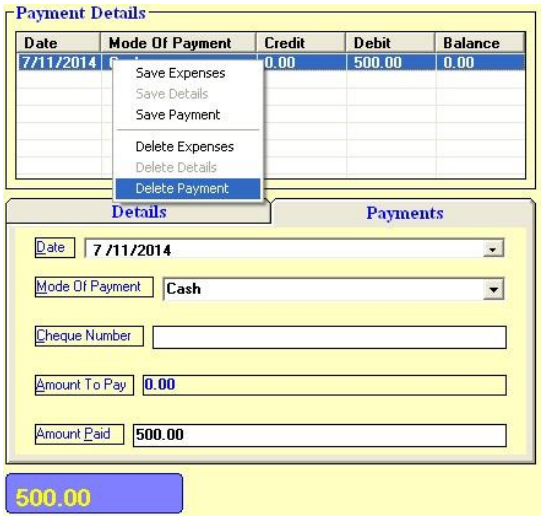



*Fig 7.13 Payment Details Spreadsheet*

2. **Select** an item on the **Payment Details** spreadsheet to highlight it.
3. Press **Del** or **Delete** on the keyboard or right-click the item to display a context menu and then select **Delete Payment** *as shown in Fig 7.13*
   *This displays a DELETE ALERT message as shown in Fig 7.14*

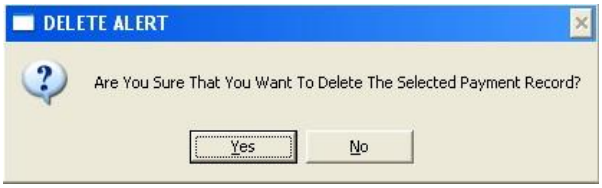



*Fig 7.14 Delete Alert Message*

4. Click **Yes** to delete or **No** to cancel deleting the record.
   *Note the report on the Application Explorer Status*

# Chapter 8

# Local Purchase Order (LPO)

**Local Purchase Orders** are orders that are placed for further supplies to restock items. By default, CyberShop allows you restock through the **Reorder List.** However, you can also access a list of all items in stock.

To process an LPO:

1. Click the **Accounts** menu

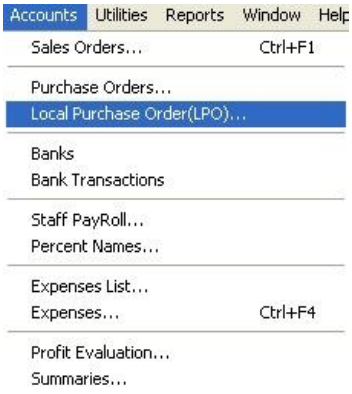



*Fig 8.0 Accounts Menu*

2. Select **Local Purchase Order (LPO)…**
   *This displays **LOCAL PURCHASE ORDER** dialog*

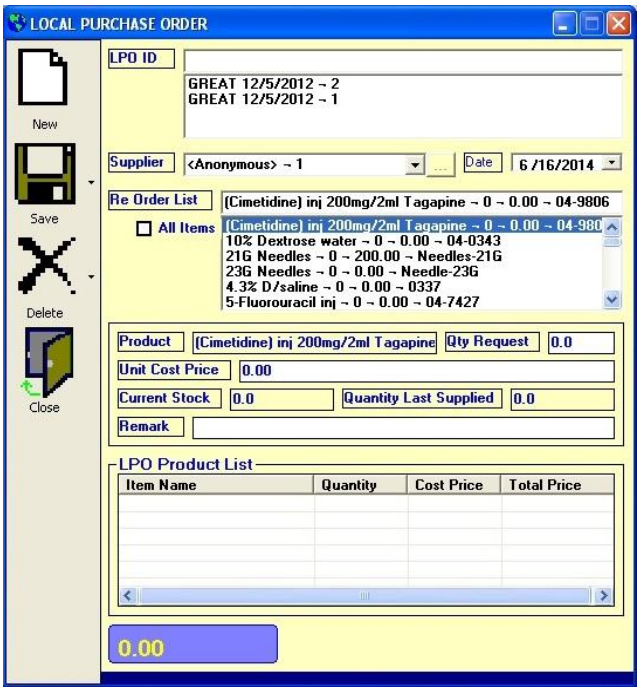



*Fig 8.1 Local Purchase Order dialog*

## Creating a new LPO

To create a new LPO:

1. If an Order is selected, click **New** on the dialog Toolbar to clear or reset all entry fields, else go to step 2 below

***Important:** **LPO ID** is system or auto generated so, do not enter it.*

2. Select **Supplier** if necessary
3. Set **Date** if necessary.
4. Select an item on the **Re Order List**
   *Note that the Re Order List displays all items that have their quantities on or below their **Reorder Levels***

*Check **All Items** to display all items in stock on the **Re Order List***

5. Enter **Qty Request** – the quantity you are placing an order for
6. Enter **Unit Cost Price**
7. Enter **Remark** if necessary
8. If the cursor is on **Remark,** press **Enter** on the keyboard
   *Or click the **Save** dropdown on the dialog Toolbar and then click **Save Details** as shown below*
   *This adds the item and its detail to the **LPO Product List** spreadsheet*

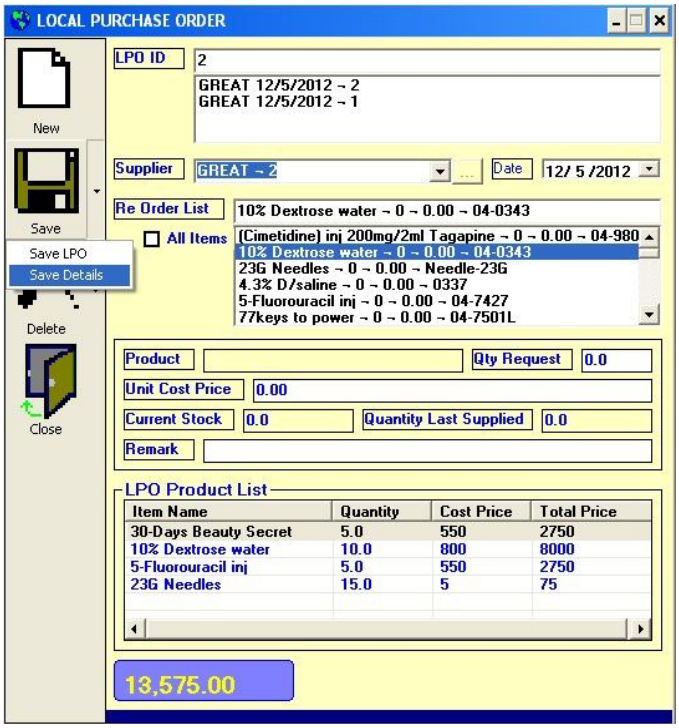



*Fig 8.2 LPO dialog*

*To add more items, repeat steps 4 through to 8*

9. Click **Invoice** on Application Toolbar to preview the LPO.
   *Or Click **Reports** menu and select **Invoice** or press F6 button on the keyboard*

CYBERSHOP SALES OUTLET
Ikeja
234(0)8033667378,234(0)08121710802
yourmail@domain.com

**LOCAL PURCHASE ORDER**

**Name** GREAT
**Address** LAGOS
**Telephone**

**Order No.** 2

*Saturday, July 12, 2014*

| SN | Qty | Description | Unit Price | Sub Total | Remarks |
|---|---|---|---|---|---|
| 1 | 5 | 30-Days Beauty Secret | 550.00 | 2,750.00 | |
| 2 | 10 | 10% Dextrose water | 800.00 | 8,000.00 | |
| 3 | 5 | 5-Fluorouracil inj | 550.00 | 2,750.00 | |
| 4 | 15 | 23G Needles | 5.00 | 75.00 | |
| | | | | **Total Price** | **13,575.00** |

**Amount In Words** *Thirteen Thousand Five Hundred And Seventy Five Naira Only.*

*Be Healed & Prosper In Jesus Name Amen!!! Rom.13:7*

*Fig 8.3 Expenses Invoice*

10. Click **Print** on the report Toolbar to print the Invoice

*Fig 8.4 Report Toolbar*

## Editing an Existing LPO

To edit an existing LPO:

1. **Select** an order from the **LPO ID** list and press **Enter** on the keyboard or **Double Click** on an order to display the order details. To search for an order, type the first few letters of the order until it becomes visible, and then select it, *as shown in Fig 8.2*
2. Make the necessary changes to **Supplier** and **Date**.
3. Click **Save** on the dialog Toolbar.
   *The UPDATE PROMPT message box is displayed*

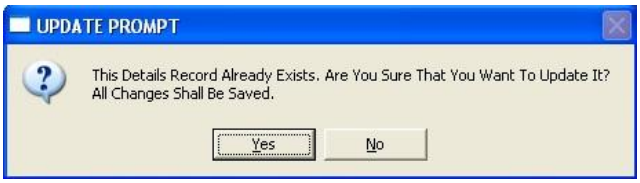

UPDATE PROMPT
This Details Record Already Exists. Are You Sure That You Want To Update It?
All Changes Shall Be Saved.
Yes
No

*Fig 8.5 Update Prompt*

4. Click **Yes** to save or **No** to cancel saving the Updates.
5. Repeat steps 4 through to 8 of **Adding A New LPO** section in order to add more items to the **LPO Product List** spreadsheet
   *Note the report on the Application Explorer Status*

## Deleting an LPO

To Delete an LPO:

1. **Select** an order from the **LPO ID** list and press **Enter** on the keyboard or **Double Click** on an order to display the order details. To search for an order, type the first few letters of the order until it becomes visible, and then select it. *as shown in Fig 8.7*

   *Make sure that only the LPO ID appears on the* **LPO *ID*** *as shown in Fig 8.7*
2. Click **Delete** on the dialog Toolbar

   *Or click the* ***Delete*** *dropdown on the dialog Toolbar and then select* ***Delete LPO*** *as shown in Fig 8.7 below*
   *The DELETE PROMPT message is displayed*

DELETE PROMPT
Are Sure That You Want To Delete This Record?
Deleting This Record Will Also Delete All Its LPO Details.
Do You Want To Continue?
Yes
No

*Fig 8.6 Delete Prompt*

3. Click **Yes** to delete the Order and all its details or **No** to cancel deleting the Order
   *Note the report on the Application Explorer Status*.

## Removing Items from LPO Details

To remove an item from **LPO Details**

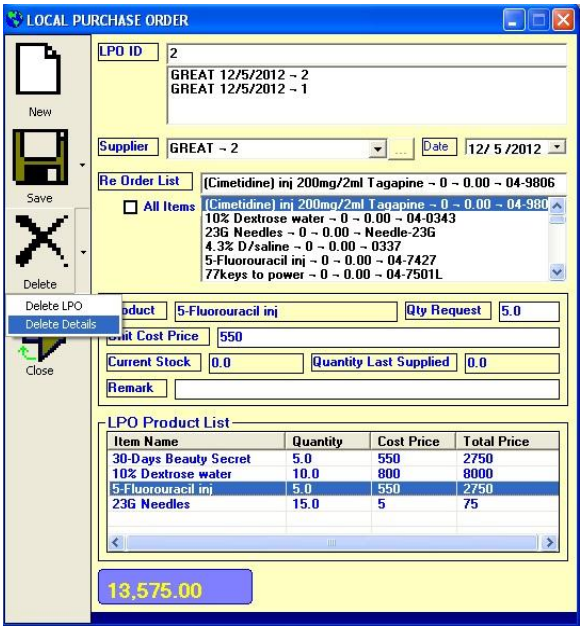



*Fig 8.7 LPO dialog*

1. **Select** an item on the **LPO Product List** spreadsheet to highlight it.
2. Press **Del** or **Delete** on the keyboard click the **Delete** dropdown on the dialog Toolbar and then select **Delete Details**
   *This displays a DELETE PROMPT message*

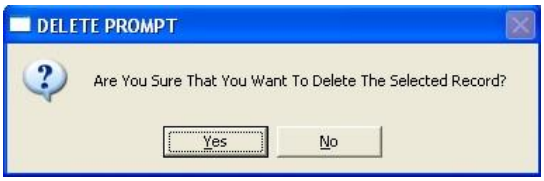



*Fig 8.8 Delete Prompt*

3. Click **Yes** to delete or **No** to cancel deleting the record
   *Note the report on the Application Explorer Status*

# Chapter 9

# Profit Evaluation

**Profit Evaluation** allows you to compare the physical cash from sales with the amount generated by the system from sales and purchases and then reports a **Balance, Shortage or Excess** evaluation.

- **BALANCE EVALUATION:** The amount generated is equal to the physical cash counted or amount submitted (recommended)
- **SHORTAGE EVALUATION:** The amount generated by the system is more than the physical cash counted or amount submitted. This means that all the amounts generated by the system was not submitted (*not recommended*)
- **EXCESS EVALUATION:** The amount generated is less than the physical cash counted or amount presented. This means that there is the possibility that all sales invoices were not paid for (*not recommended*). To avoid this, make sure that all sales invoices are promptly paid on the system.
  *However, giving discounts on sales invoices may also result in differences between cash generated and submitted.*

To process a Profit Evaluation:

1. Click the **Accounts** menu

*Fig 9.0 Accounts Menu*

2. Select **Profit Evaluation…**
   *This displays **PROFIT EVALUATION** dialog*

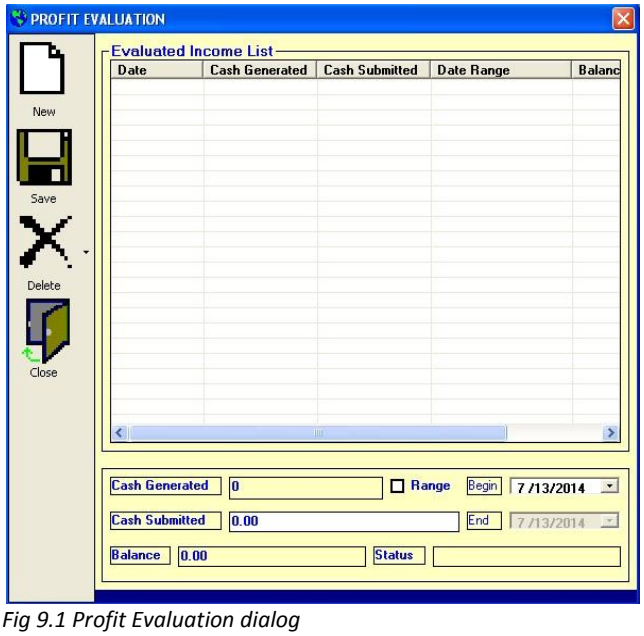



*Fig 9.1 Profit Evaluation dialog*

## Creating a new Profit Evaluation

To create a new Profit Evaluation:

1. Check **Range** for a date period

2. Set **Begin** date if necessary
3. Set **End** date if **Range** is checked
4. Enter **Cash Submitted**
   *Observe **Balance** and **Status**.*
5. While the cursor is on **Cash Submitted,** press **Enter** on the keyboard
   *Or click **Save** on the dialog Toolbar. This adds the detail to the **Evaluated Income List** spreadsheet*

## Editing an Existing Profit Evaluation

To edit an existing Profit Evaluation:

1. **Select** an item on the ***Evaluated Income List*** to display its details.

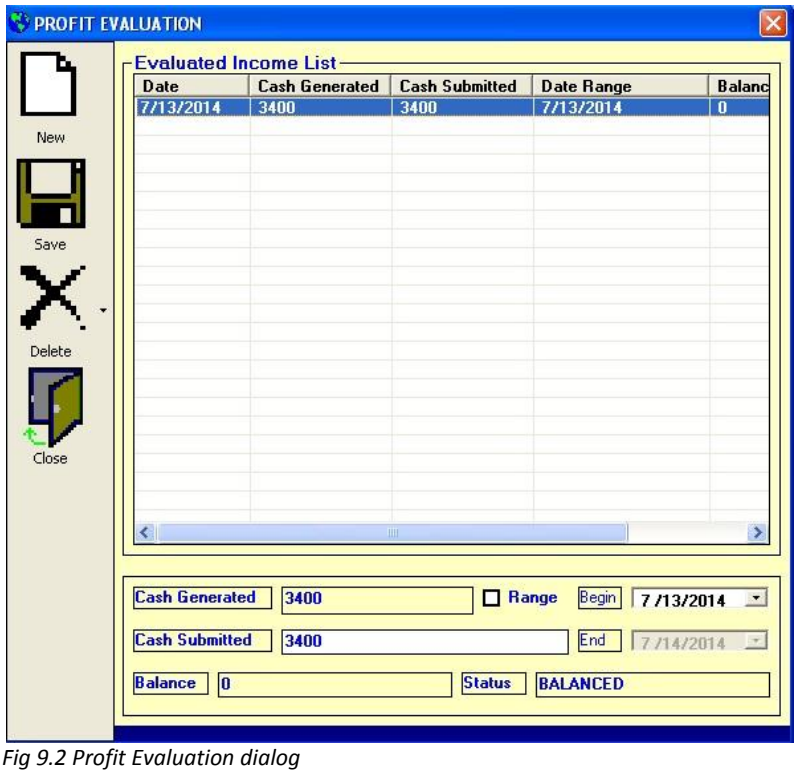



*Fig 9.2 Profit Evaluation dialog*

2. Make or enter the necessary changes
3. While the cursor is on **Cash Submitted,** press **Enter** on the keyboard
   *Or click **Save** on the dialog Toolbar. This adds the update to the **Evaluated Income List** spreadsheet*

## Deleting a Profit Evaluation

To Delete a Profit Evaluation:

1. **Select** an item on the ***Evaluated Income List*** to display its details.
   Press **Del** or **Delete** on the keyboard or click the **Delete** dropdown on application Toolbar and select **Delete Selection** *as shown in Fig 9.4 below*
   *The DELETE PROMPT message is displayed*

*Fig 9.3 Delete Prompt*

2. Click **Yes** to delete or **No** to cancel deleting the record
3. To delete all the records, click the drop button of **Delete** and then select **Delete all.**

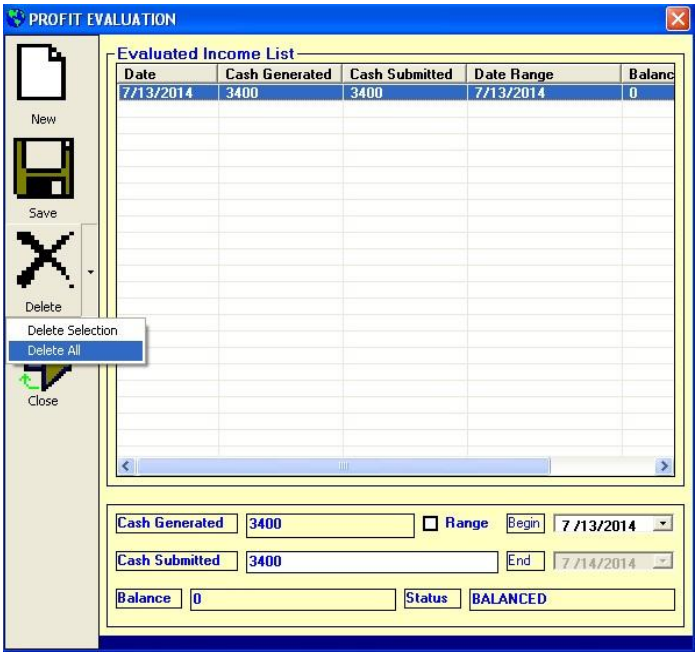



*Fig 9.4 Profit Evaluation dialog*

*The DELETE ALERT message is displayed*

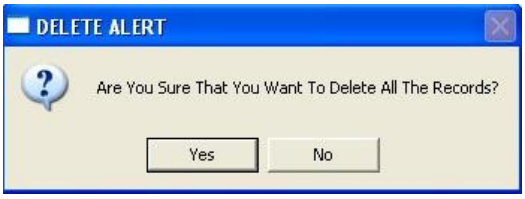



*Fig 9.5 Delete Alert*

**4.** Click **Yes** to delete or **No** to cancel deleting all the records

*Note the report on the Application Explorer Status*

# Chapter 10

# PayRoll

The **PayRoll** module is used to manage all staff payroll information and transactions in the areas of the following:

i. **Department**
ii. **Payroll**
iii. **Loan**
iv. **Allowances/Deductions**

To process PayRoll:

1. Click the **Accounts** menu

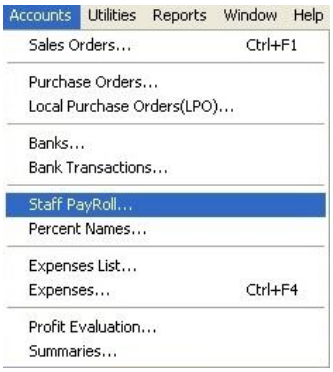



*Fig 10.0 Accounts Menu*

2. Select **Staff PayRoll…**
*This displays **PAYROLL** dialog*

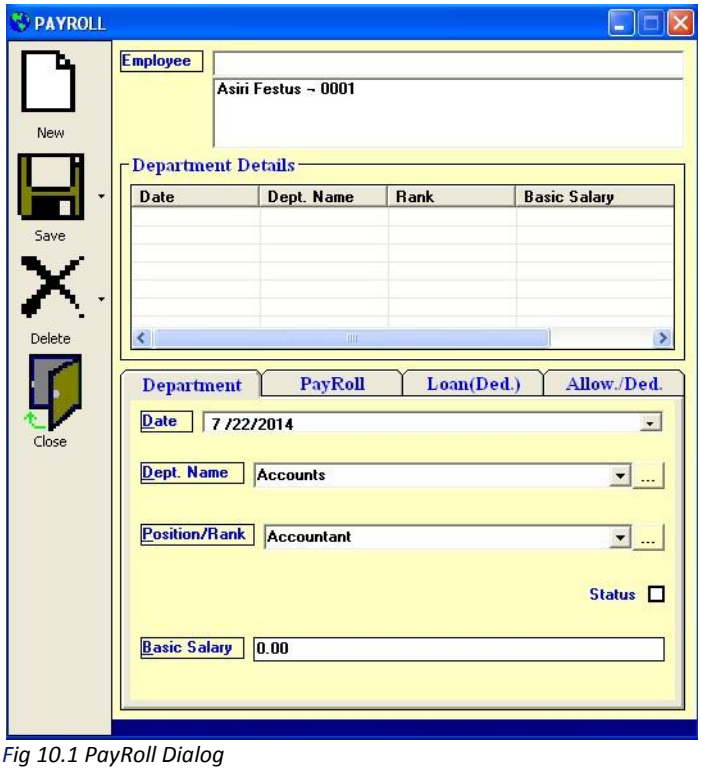



*Fig 10.1 PayRoll Dialog*

3. Select an Employee from the **Employee** list and press **Enter** on the keyboard or **Double Click** on an **Employee** to display the Employee details. To search for an Employee, type the first few letters of the Employee's name until it becomes visible, and then select it. Be sure that only the employee's number is displayed on **Employee**.

## Creating a New Department

To create a New Department:

1. On the **Department** tab, Set **Date**
2. Select **Dept.** (Department) **Name**
   *Click the **Dept. Name** button (ellipsis) to add a new **Department** (If it's not on the dropdown list) and select it.*
3. Select **Position/Rank**
   *Click the **Position/Rank** button (ellipsis) to add a new **Position** (If it's not on the dropdown list) and select it.*
4. Check **Status** to make the Department active
   *Note that the **Active** Department is the one used to pay the Employee Salary, and also that, an Employee can be moved to another department when that department is registered for the Employee and made Active.*
5. Enter **Basic Salary**
6. While the cursor is on **Basic Salary**, press **Enter** on the keyboard
   *Or right-click on the tab surface to display a context menu and select **Save Department** as shown in Fig 10.2 below. The details should appear on the **Department** spreadsheet*

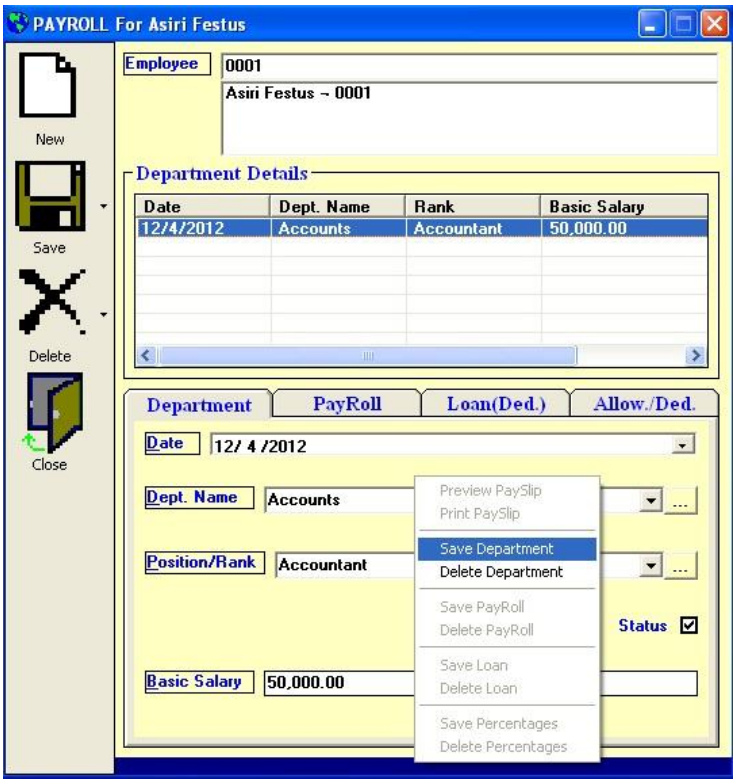



*Fig 10.2 PayRoll dialog*

## Editing an Existing Department

To edit an existing Department:

1. Click on the department to highlight it on **Department Details** spreadsheet
   *This displays the details on the entry fields as shown in Fig 10.2 above.*
2. Make the necessary changes.
3. If the cursor is on **Basic Salary**, press **Enter** on the keyboard
   *Otherwise, right-click the department row on the spreadsheet or the tab surface to display a context menu and select **Save Department** as shown in Fig 10.2.*
   *The UPDATE ALERT message is displayed*

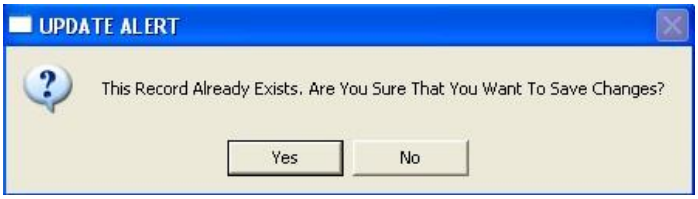



*Fig 10.3 Update Alert*

4. Click **Yes** to save or **No** to cancel saving the Updates

*Note the report on the Application Explorer Status*

## Deleting a Department

To Delete a Department:

1. Click on the department to highlight it on **Department Details** spreadsheet
   *This displays the details on the entry fields as shown in Fig 10.2*
2. Press **Del** or **Delete** on the keyboard or click the **Delete** dropdown on the dialog Toolbar and select **Delete Department**.
   *Or right-click the department row on the spreadsheet or the tab surface to display a context menu and select **Delete Department** as shown in Fig 10.2.*
   *If there are payroll entries for the Department, the following message is displayed cancelling the Delete operation:*

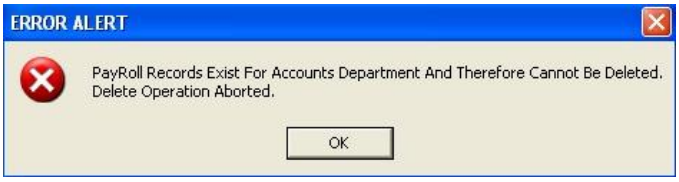

ERROR ALERT
PayRoll Records Exist For Accounts Department And Therefore Cannot Be Deleted.
Delete Operation Aborted.
OK

*Fig 10.4 Error Alert*

*Otherwise, the DELETE PROMPT message is displayed*

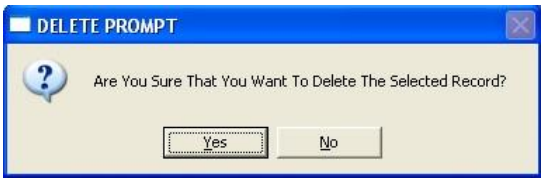



*Fig 10.5 Delete Prompt*

3. Click **Yes** to delete or **No** to cancel deleting the record

## Creating Allowances and Deductions

**Allowances and Deductions** are required for a detailed breakdown of an employee Salary

To create Allowances and Deductions:

1. Click **Allow./Ded.** Tab

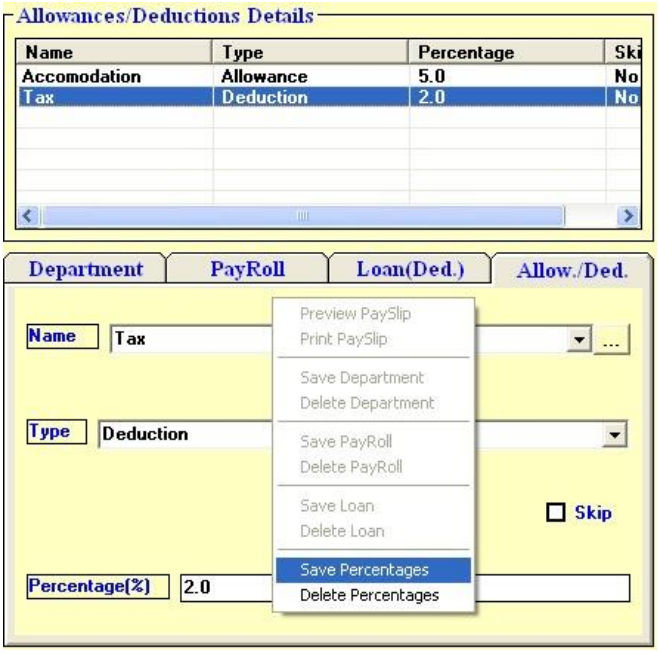



*Fig 10.6 PayRoll dialog*

2. Select **Name**
   *Click the **Name** button (ellipsis) to add a new **Name.***

3. Select **Type**
4. Check **Skip**
   ***Skip*** *is used to skip paying an Allowance or Deduction on the current employee payslip.*
5. Enter **Percentage**
   *This is a percentage of the Basic Salary*
6. While the cursor is on **Percentage**, press **Enter** on the keyboard
   *Or right-click on the tab surface to display a context menu and select* ***Save Percentages*** *as shown in Fig 10.6 above. The details should appear on the* ***Allowances/Deductions Details*** *spreadsheet*

## Editing Allowances and Deductions

To edit Allowances and Deductions:

1. Click on the item to highlight it on **Allowances/Deduction Detail** spreadsheet
   *This displays the details on the entry fields.*
2. Make the necessary changes.
3. If the cursor is on **Percentage**, press **Enter** on the keyboard
   *Otherwise, right-click the item row on the spreadsheet or the tab surface to display a context menu and select* ***`Save Percentages*** *as shown in Fig 10.6 above*
   *The UPDATE ALERT message is displayed*

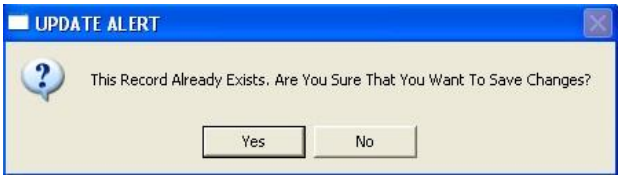



*Fig 10.7 Update Alert Message box*

4. Click **Yes** to save or **No** to cancel saving the Updates
   *Note the report on the Application Explorer Status*

## Deleting Allowances and Deductions

To Delete Allowances and Deductions:

1. Click on the item to highlight it on **Allowances/Deduction Detail** spreadsheet
2. Press **Del** or **Delete** on the keyboard or click the **Delete** dropdown on the dialog Toolbar and select **Delete Percentages**.
   Or *right-click the item row on the spreadsheet or the tab surface to display a context menu and select* ***Delete Percentages***
   *The DELETE PROMPT message is displayed*

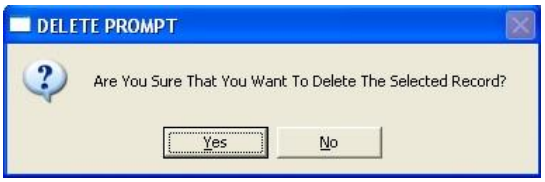



*Fig 10.8 Delete Prompt*

3. Click **Yes** to delete or **No** to cancel deleting the record

## Creating a Loan

To create a Loan:

1. Click **Loan (Ded.)** Tab

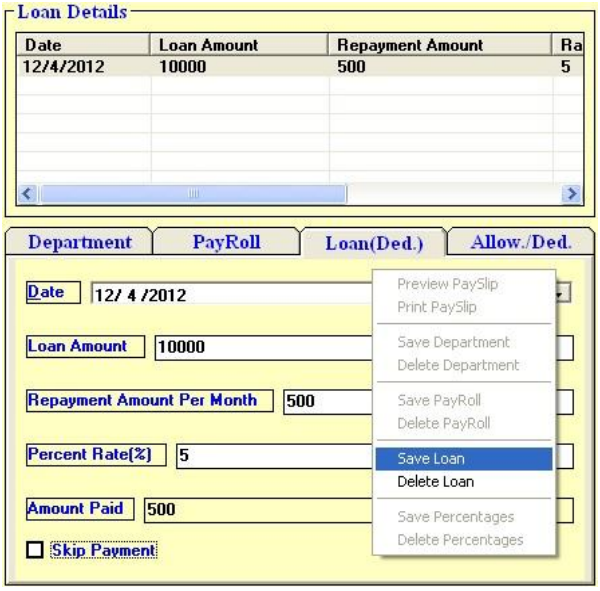



*Fig 10.9 PayRoll dialog*

2. Set **Date** if necessary
3. Enter **Loan Amount**
4. Enter **Repayment Amount Per Month**
5. Enter **Percent Rate**
6. Check **Skip Payment**
   ***Skip*** *is used to skip paying a loan on the current employee payslip.*
7. If the cursor is on **Percent Rate**, press **Enter** on the keyboard
   *Or right-click on the tab surface to display a context menu and select* ***Save Loan*** *as shown in Fig 10.9 above. The details should appear on the* ***Loan Details*** *spreadsheet*

## Editing an Existing Loan

To edit an Existing Loan:

1. Click on the item to highlight it on **Loan Details** spreadsheet
   *This displays the details on the entry fields.*
2. Make the necessary changes.
3. If the cursor is on **Percent Rate**, press **Enter** on the keyboard
   *Otherwise, right-click the item row on the spreadsheet or the tab surface to display a context menu and select* ***Save Loan*** *as shown in Fig 10.9.*
   *The UPDATE ALERT message box is displayed*

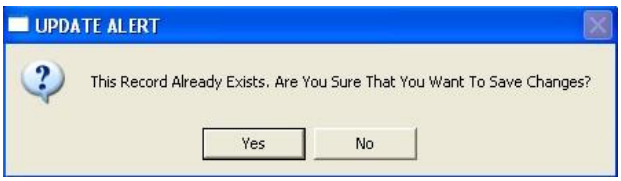



*Fig 10.10 Update Alert*

4. Click **Yes** to save or **No** to cancel saving the Updates
   *Note the report on the Application Explorer Status*

## Deleting A Loan

To Delete A Loan:

1. Click on the item to highlight it on **Loan Details** spreadsheet *as shown in Fig 10.9*
2. Press **Del** or **Delete** on the keyboard or click the **Delete** dropdown on the dialog Toolbar and select **Delete Loan**.
   Or *right-click the item row on the spreadsheet or the tab surface to display a context menu and select* ***Delete Loan*** *as shown in Fig 10.9*
   ***Note:*** *If payment had begun on the loan and not completed, you receive a message:*

ERROR ALERT
The 10000 Repayment Is Started But Not Completed, Therefore Delete Is Not Allowed.
Delete Operation Aborted.
OK

*Fig 10.11 Error Alert*

*Otherwise, the DELETE PROMPT message is displayed*

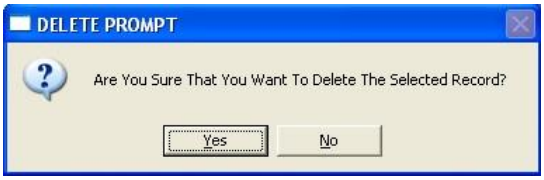



*Fig 10.12 Delete Prompt*

3. Click **Yes** to delete or **No** to cancel deleting the record

## Creating a PayRoll

To create a PayRoll:

1. Click **PayRoll** Tab

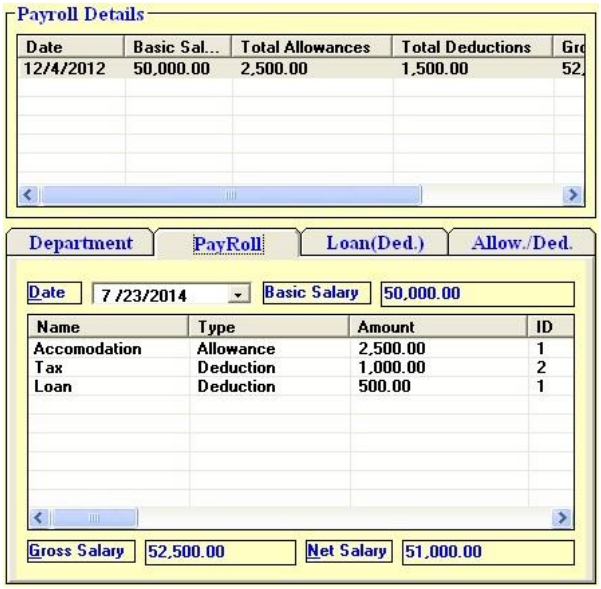



*Fig 10.13 PayRoll Details Spreadsheet*

2. Set **Date** if necessary
3. Right-click on the tab surface to display a context menu and select **Save PayRoll** as *shown in Fig 10.14 below*. The details should appear on the PayRoll Details Spreadsheet

*Fig 10.14 PayRoll Context Menu*

4. Right-click on the tab surface to display a context menu and select **Preview PaySlip** *as shown in Fig 10.14 above* to display a preview of the payslip *as shown in Fig 10.15 below*.
***Note:*** *Selecting* ***Print PaySlip*** *instantly sends the Payslip to a printer*

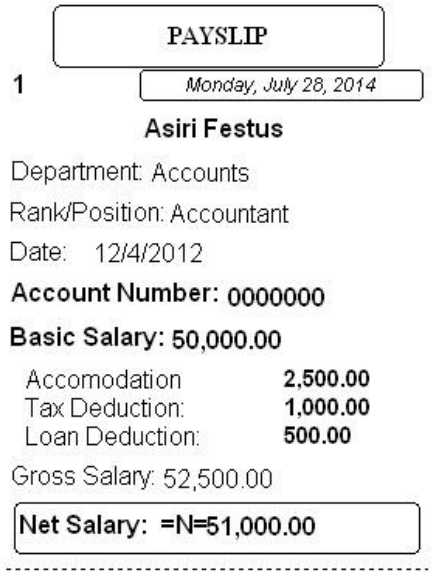



*Fig 10.15 Payslip*

5. Click **Print** on the report Toolbar to print the **Payslip**

*Fig 10.16 Report Toolbar*

## Editing an Existing PayRoll

To edit an Existing Loan:

1. Click on the item to highlight it on **PayRoll Details** spreadsheet
   *This displays the details on the entry fields.*
2. Make the necessary changes.
3. Right-click on the tab surface to display a context menu and select **Save PayRoll** *as shown in Fig 10.14 above* or click the **Save** dropdown on the dialog Toolbar and select **Save PayRoll**.

*The UPDATE ALERT message is displayed*

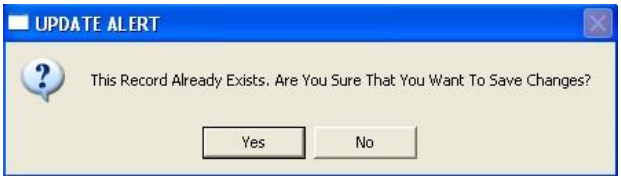



*Fig 10.17 Update Alert*

4. Click **Yes** to save or **No** to cancel saving the Updates
   *Note the report on the Application Explorer Status*

## Deleting a PayRoll

To Delete A PayRoll:

1. Click on the item to highlight it on **PayRoll Details** spreadsheet
2. Press **Del** or **Delete** on the keyboard or click the **Delete** dropdown on the dialog Toolbar and select **Delete PayRoll**.
   Or *right-click the item row on the spreadsheet or the tab surface to display a context menu and select* ***Delete PayRoll***
   *The DELETE PROMPT message is displayed*

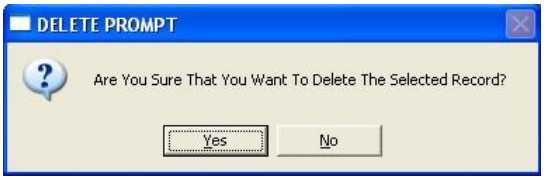



*Fig 10.18 Delete Prompt*

3. Click **Yes** to delete or **No** to cancel deleting the record

# Chapter 11

# Delete Options

After using CyberShop for some time, you may need to do a cleanup in order for the application to operate optimally or more efficiently. To do this, you need to run the **Delete Options** commands.
To process a Delete Options:

1. Click the **Utilities** menu

*Fig 11.0 Utilities Menu*

2. Select **Delete Options**
   *This displays the **Delete Options** dialog*

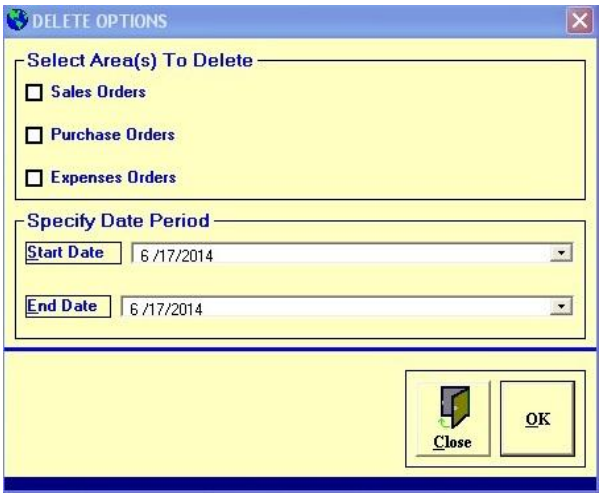



*Fig 11.2 Delete Options dialog*

3. Check any or all of the **Select Area (s) To Delete** options
4. Set the **Start Date** and **End Date**
5. Click **OK**
   *Note the success report.*

# Chapter 12

# Expired Products

CyberShop offers very effective tools to manage sales outlets especially outlets that have items that a capable of expiring. One of those tools includes **Expired Products,** by which CyberShop:

i. Runs through your stock and pulls out all expired items
ii. Collates them,
iii. Values and displays them.

*Note that CyberShop would not sell any item that is expired.*

***Important: It's advisable to run this utility at certain intervals to take out all expired items in your stock***

To process Expired Products:

1. Click the **Reports** menu

*Fig 12.0 Reports Menu*

2. Select **Expired Products…**
   *This displays the Expired Products dialog*

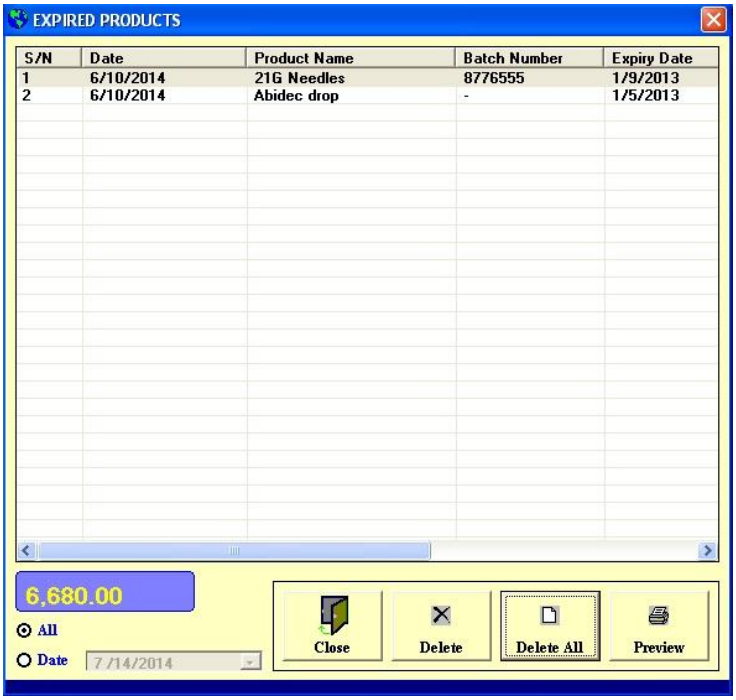



*Fig 12.1 Expired Products dialog*

3. Select **All** option to view all expired products and their details
4. Select **Date** option and set a date to view the expired products for the specified date.

## Deleting Expired Products

To Delete Expired Products:

1. **Select** an item on the spreadsheet.
2. Press **Del** or **Delete** on the keyboard or click the **Delete** button
   *The DELETE PROMPT message is displayed*

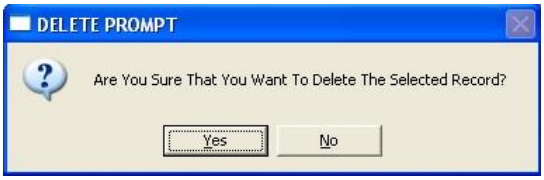



*Fig 12.2 Delete Prompt*

3. Click **Yes** to delete or **No** to cancel deleting the record
4. To delete all the records, click **Delete all.**
   *The DELETE ALERT message is displayed*

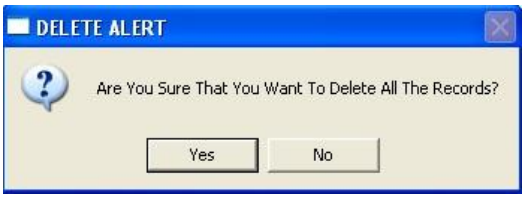



*Fig 12.3 Delete Alert*

5. Click **Yes** to delete or **No** to cancel deleting all the records
   *Note the report on the Application Explorer Status*

## Previewing Expired Products

To Preview Expired Products click the **Preview** button *as shown in Fig 12.1*

ALL EXPIRED PRODUCTS

*Saturday, August 02, 2014*

| Name | Batch No | Expiry Date | Quantity | Cost Price | Sub Total |
|---|---|---|---|---|---|
| 21G Needles | 8776555 | 1/9/2013 | 10 | 200.00 | 2,000.00 |
| Abidec drop | - | 1/5/2013 | 39 | 120.00 | 4,680.00 |
| 30-Days Beauty Secret | BAO8120214 | 7/25/2014 | 5 | 800.00 | 4,000.00 |
| | | **TOTAL** | **54** | **1,120.00** | **10,680.00** |

*Fig 12.4 Expired Products*

# Chapter 13

# Backup and Recovery

Data backup and recovery are an integral part of a business especially a computer-based business outfit. Stocks and accounts information need to be backed up and kept safely, so, on occasion of a system failure, these information can be recovered or restored back to their original state for easy and proper running of the business. That way, business information is secured and within reach when needed. Backups can done on the local drive (C :) but preferably on a removable or external drive.

To process Data Backup:

1. Click the **Utilities** menu and select **Security**

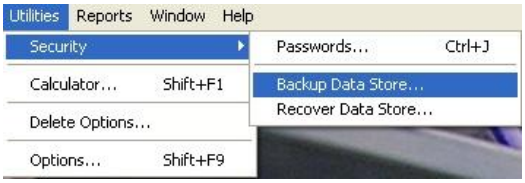



*Fig 13.0 Utilities Menu*

2. Select **Backup Data Store…**
   *This displays the Backup Data Store dialog*

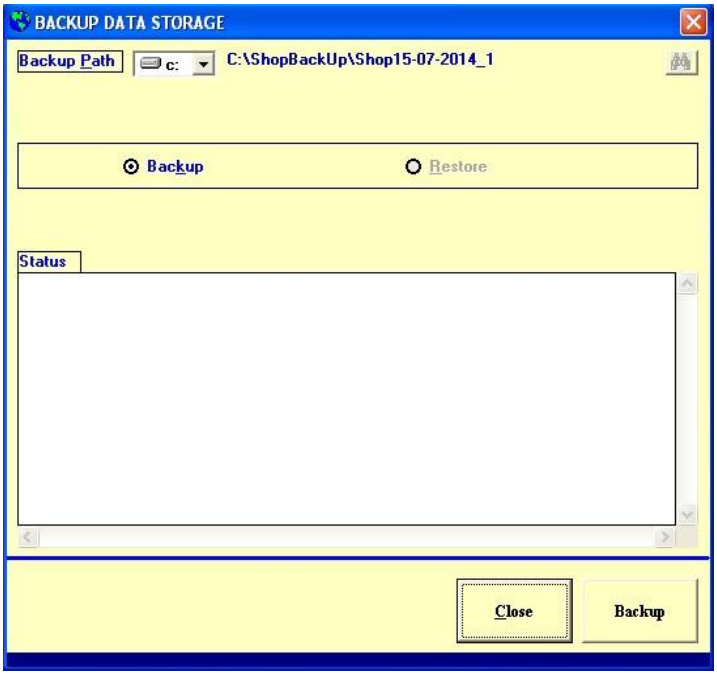



*Fig 13.1 Backup dialog*

## Creating a Backup

To create a backup:

1. Set **Backup Path** by **s**electing a drive letter.
   *To create a backup on an external or removable drive, attach the drive.*
   *Note the letter assigned to the drive and select it.*
2. Click **Backup**

*The BACK UP ALERT message is displayed*

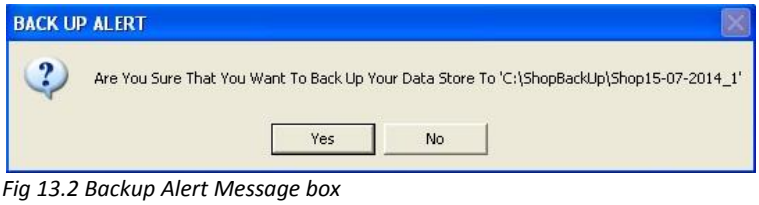



*Fig 13.2 Backup Alert Message box*

3. Click **Yes** to backup or **No** to cancel backup
   *Note the **Status** report*

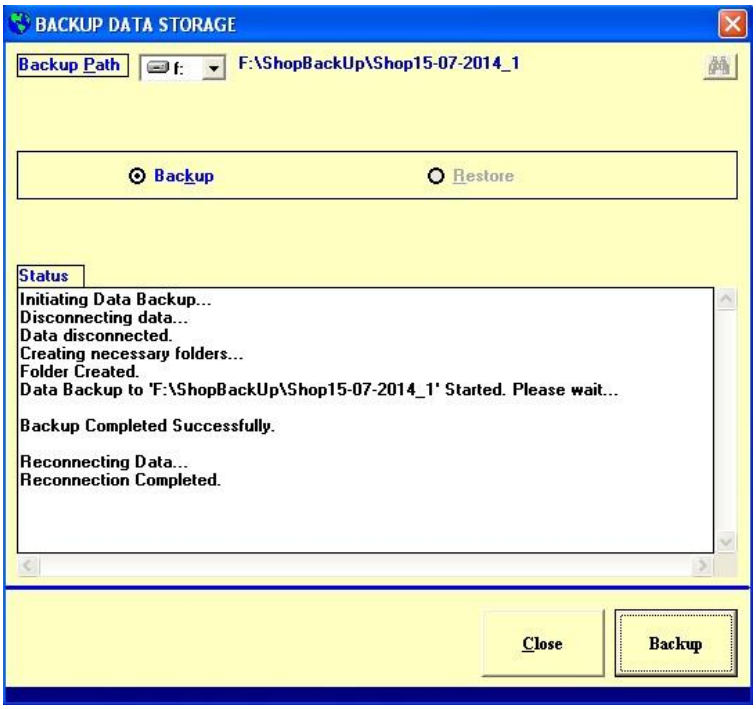



*Fig 13.3 Backup Data Store dialog*

To process Data Recovery:

1. Click the **Utilities** menu and select **Security**

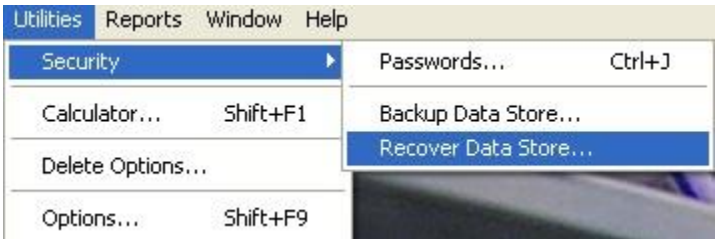



*Fig 13.4 Utilities Menu*

2. Select **Recover Data Store…**
   *This displays the Restore Data Store dialog*

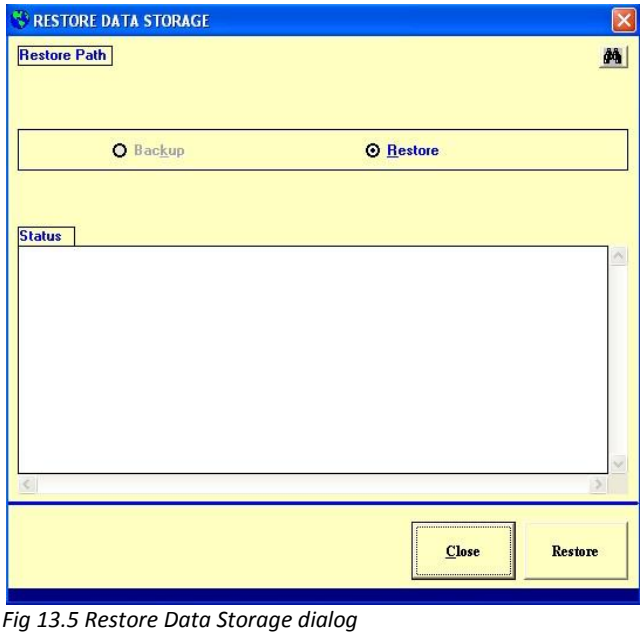



*Fig 13.5 Restore Data Storage dialog*

## Restoring a Backup

To restore a backup:

1. Set **Restore Path** by clicking the search button .
   *This allows you to search for the backup file **Shops.mdb** from which you want to restore your data.*
2. Click **Restore**
   *Note the **Status** report*

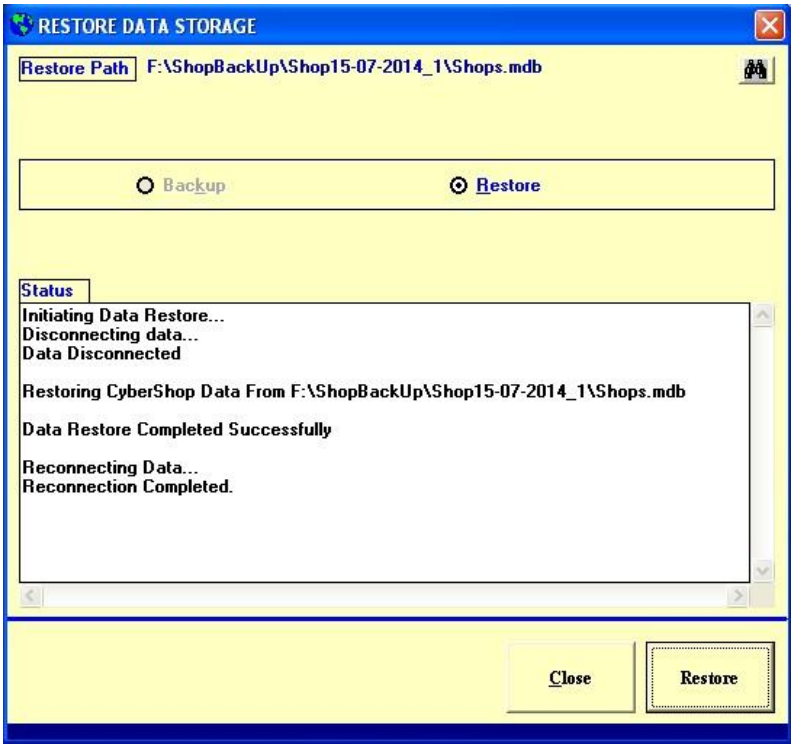



*Fig 13.6 Restore Data Storage dialog*

# Chapter 14

# Passwords and Permissions

CyberShop uses its passwords and permissions to control access to the application and the various utilities and resources within the software. This way, important and sensitive business information is protected from unwarranted access.
To process Passwords and Permissions

1. Click the **Utilities** menu and select **Security**

*Fig 14.0 Utilities Menu*

2. Select **Passwords…**
   *This displays the Passwords dialog*

*Fig 14.1 Passwords dialog*

## Creating a New User

To create a new User:

1. Click **New** on the dialog Toolbar to reset the entry fields

*Fig 14.1 Passwords dialog*

*The **Save** button is displayed as shown in Fig 14.1. Note the buttons that are disabled. Clicking **Save** re-enables them.*

2. Enter **User Name.**
   *This must be unique (it does not allow duplicates)*
3. Enter **Password**
   *It allows any combination of alphanumeric values*
4. Click **Save** on the dialog Toolbar to save the record.
   *Note that the **New** button is displayed as shown in Fig 3.5. If entries are made correctly, the record is saved*
   *Note the report on the Application Explorer Status*

## Assigning Permissions to a User

To assign Permissions to a User:

1. If the User is not displayed, navigate to it through the **Navigation Bar.** *For more information on this, go to Appendix A*

*Fig 14.2 Navigation Bar*

2. Click **Permit**
   *This displays the **Permissions** dialog*

*Fig 14.3 Permissions dialog*

3. Check (mark) all the necessary permissions for the user
   *Click **Select All** on the dialog Toolbar to check all the permissions.*
4. Click **Save** on the dialog Toolbar
   *The EDIT ALERT message is displayed*

*Fig 14.4 Edit Alert*

5. Click **Yes** to save or **No** to cancel saving the permissions
   *Note the report on the Application Explorer Status*

## Editing an Existing User

To edit an existing User:

1. If the User is not displayed, navigate to it through the **Navigation Bar** *as shown in Fig 14.2 above*
2. Enter the necessary changes
3. Click **Edit** on the dialog Toolbar
   *The EDIT ALERT message is displayed*

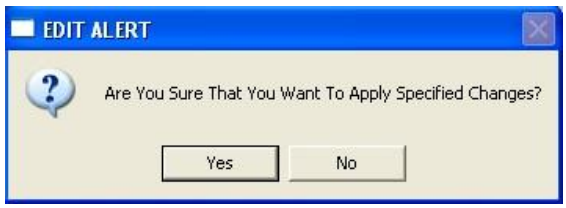



*Fig 14.5 Edit Alert*

4. Click **Yes** to save or **No** to cancel saving the changes
   *Note the report on the Application Explorer Status*

## Deleting a User

To Delete a User:

1. If the User is not displayed, navigate to it through the **Navigation Bar.** *As shown in fig 14.2*
2. Click **Delete** on the dialog Toolbar
   *The following message is displayed*

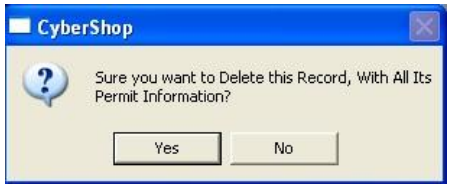



*Fig 14.6 Delete Alert*

3. Click **Yes** to delete or **No** to cancel deleting the user
   *Note the report on the Application Explorer Status*

***Note:*** *The Administrator's permissions are fixed and cannot be modified or deleted.*

# Chapter 15

# Summaries and Reports

CyberShop offers utilities that present business information in the form of **Summaries and Reports** for qualitative and quantitative analysis of your business. With these, you can determine the financial worth of you business, track products, monitor sales and expenses, make projections etc.

To process Summaries

1. Click **Reports** menu

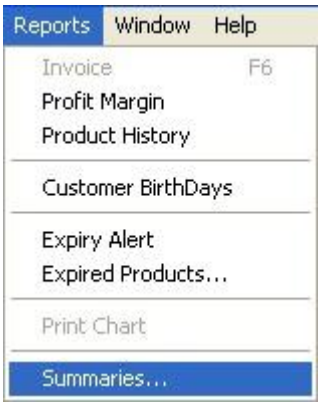



*Fig 15.0 Reports menu*

2. Select **Summaries…**
   *Or click **Summaries** on the Application Toolbar*

*Fig 15.1 Application Toolbar*

*This displays the Summaries dialog*

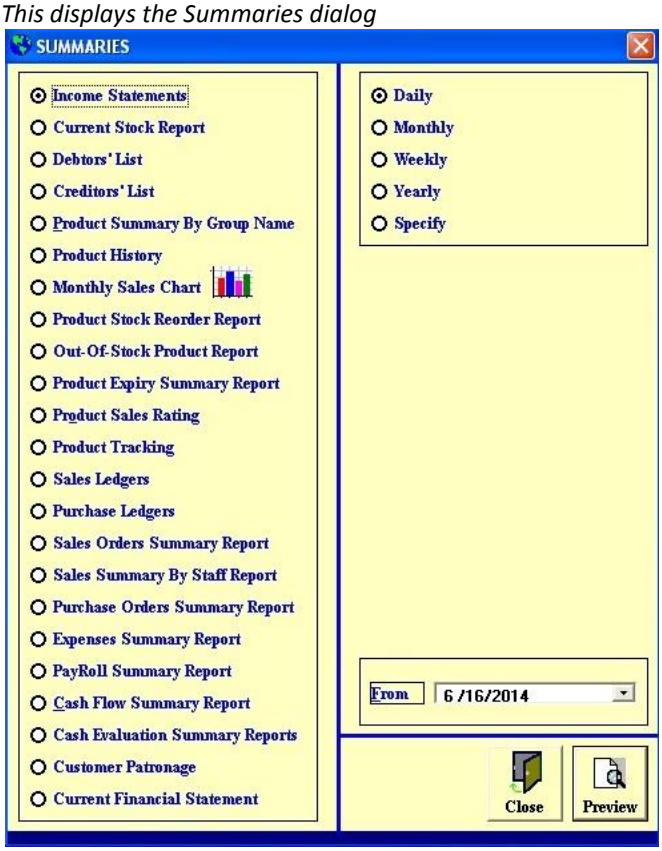



*Fig 15.2 Summaries dialog*

## Income Statement

The **Income Statement** processes all sales information based on all items that were sold, and displays details with an expected profit

### Previewing Income Statement

To preview Income Statement:

1. Select **Income Statement**
2. Select the parameter (**Daily, Monthly, Weekly, Yearly or Specify)**
3. Set **From** date
   *Select a date for the month, week or year that you want to preview*
   *Note that the **Specify** option in step 2 allows you to set a date range*

*Fig 15.3 Date Range*

4. Click **Preview** to display a preview of the report
   *If you receive an error message:*

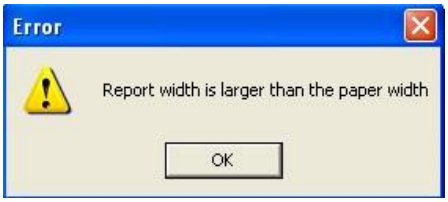



*Fig 15.4 Error*

   i. *Set your printer settings Paper Size to A4*
   ii. *Set Orientation to Landscape*
   iii. *Try previewing the report again*

*Thursday, July 17, 2014*

**July 2014**

| Product Name | Cost Price | Selling Price | Quantity Sold | Cost Value | Sales Value | Profit | Percentage |
|---|---|---|---|---|---|---|---|
| 30-Days Beauty Secret | 800.00 | 1,000.00 | 7.00 | 5,600.00 | 7,000.00 | 1,400.00 | 25% |
| 7-Keys to power | 180.00 | 200.00 | 6.00 | 1,080.00 | 1,200.00 | 120.00 | 11% |
| | | | Total | 6,680.00 | 8,200.00 | 1,520.00 | 23% |

| | |
|---|---|
| Total Expenses | 800.00 |
| Net Profit | =N=720.00 CR |

*Fig 15.5 Monthly Income Statements*

5. Click the **Print** button on the report Toolbar to print the report

*Fig 15.6 Report Toolbar*

## Current Stock Report

The Current Stock Report displays information about the current stock of each item and the totals:

i. **Total Items** - the total quantity of all items in stock,
ii. **Total Cost Value** - the total cost price of all items,
iii. **Total Sales Value** - the total selling price of all items,
iv. **Expected Profit** and
v. **Records** - Total number of products, *as at the time of display*.

## Previewing Current Stock Report

To preview Current Stock Report:

1. Select **Current Stock Report**
2. Click **Preview** to display a preview of the report

**Product Stock Report As At** Thursday, July 17, 2014

| Ref. No | Description | Active Stock | Reserve Stock | Sub Total | Cost Value | Sales Value |
|---|---|---|---|---|---|---|
| 3 | (Cimetidine) inj 200mg/2ml | 0 | 0 | 0 | 0.00 | 0.00 |
| 1300 | 10% Dextrose water | 0 | 0 | 0 | 0.00 | 0.00 |
| 4 | 21G Needles | 20 | 0 | 20 | 4,000.00 | 10,000.00 |
| 5 | 23G Needles | 0 | 0 | 0 | 0.00 | 0.00 |
| 6 | 30-Days Beauty Secret | 5 | 0 | 5 | 4,000.00 | 5,000.00 |
| 7 | 4.3% D/saline | 0 | 0 | 0 | 0.00 | 0.00 |
| 1370 | 5-Fluorouracil inj | 0 | 0 | 0 | 0.00 | 0.00 |
| 1442 | 77keys to power | 0 | 0 | 0 | 0.00 | 0.00 |
| 8 | 7-Keys to power | 4 | 10 | 14 | 2,520.00 | 1,600.00 |
| 9 | A to ZED cap | 0 | 0 | 0 | 0.00 | 0.00 |

- 
- 
- 

**Total Items** 39

**Total Cost Value** 10,520.00 **Total Sales Value** 16,600.00

**Expected Profit** 6,080.00

**1793 record(s)**

*Fig 15.7 Current Stock Report*

3. Click the **Print** button on the report Toolbar to print the report a*s shown in Fig 15.6*

## ▪ Debtors' List

Managing a debtors' list is one of the key functionalities of CyberShop. Any named **Customer** that owes on an invoice gets his/her name automatically registered on the debtors' list on invoice basis. Multiple payments can be made on each invoice and CyberShop monitors the balances.
However, as soon the final balance payment is made for a particular invoice, that invoice is instantly de-registered or taken out of the list.

## Previewing Debtors' List

To preview debtors' list:

1. Select **Debtors' List**
2. Select **Name** parameter

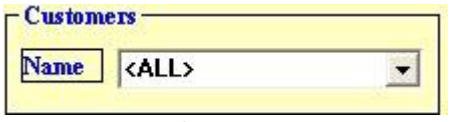
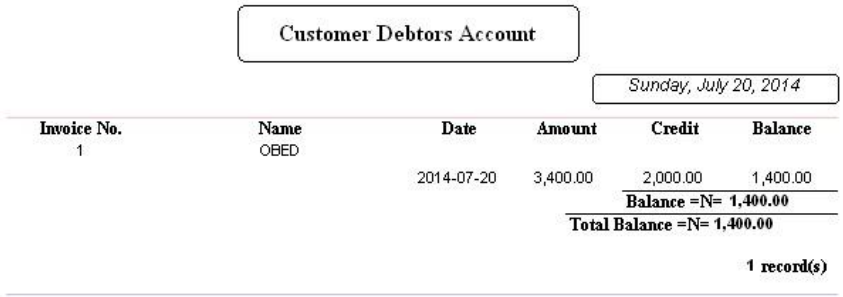



*Fig 15.8 Customer list*

*The **<ALL>** item displays all debtors' names by invoice numbers. Selecting a particular name displays all debts owed by that debtor by invoice numbers.*

3. *Click **Preview***
   *This displays the debtor's list*


Customer Debtors Account

Sunday, July 20, 2014

| Invoice No. | Name | Date | Amount | Credit | Balance |
|---|---|---|---|---|---|
| 1 | OBED | | | | |
| | | 2014-07-20 | 3,400.00 | 2,000.00 | 1,400.00 |

Balance =N= 1,400.00

Total Balance =N= 1,400.00

1 record(s)

*Fig 15.9 Debtors' List*

4. Click the **Print** button on the report Toolbar to print the report *as shown in Fig 15.6*

## ▪ Creditors' List

Creditors' List displays all debts owed to creditors (Suppliers) by invoice numbers. This can track balances based on multiple payments. Creditors' List is based on credits on both **Purchases** and **Expenses**

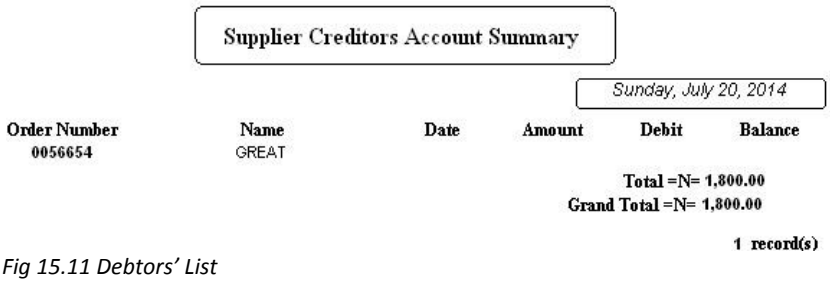
### Previewing Creditors' List

To preview creditors' list:

1. Select **Creditors' List**
2. Specify parameter option (Purchases or Expenses)

*Fig 15.10 Creditors' List Parameters*

3. Select **Name**
   *The **<ALL>** option displays all Creditors' names by invoice numbers. Selecting a particular name displays all credits owed to that creditor by invoice numbers.*
4. *Click **Preview***
   *This displays the creditor's list*


Supplier Creditors Account Summary

Sunday, July 20, 2014

| Order Number | Name | Date | Amount | Debit | Balance |
|---|---|---|---|---|---|
| 0056654 | GREAT | | | | |

Total =N= 1,800.00

Grand Total =N= 1,800.00

1 record(s)

*Fig 15.11 Debtors' List*

5. Click the **Print** button on the report Toolbar to print the report *as shown in Fig 15.6*

## ▪ Product Summary By Group Name

If a Group Name is specified for each product during the registration of products on the stock list, CyberShop automatically categorizes the products and allows you to view the products categorized by their group names. This is important because it helps to simplify stock management.

### Previewing Product Summary by Group Name

To preview Product Summary by Group Name:

1. Select **Product Summary by Group Name**
2. Select **Name** parameter

*Fig 15.12 Product Group Names*

3. *Click **Preview***
   *This displays the Product Summary by Group Name*

**Anibiotics**

| Product | Expiry Date | Quantity | Cost Price | Selling Price |
|---|---|---|---|---|
| AMOKSIKLA V SYR 312.5mg/5ml | 4-1-2011 | 0.00 | 0.00 | 0.00 |
| CLARITHRMAX 500mg | 8-1-2011 | 0.00 | 0.00 | 0.00 |
| DEPMAX-250 | 2-1-2011 | 0.00 | 0.00 | 0.00 |
| DEPMAX-500 TAB | 3-1-2012 | 0.00 | 0.00 | 0.00 |
| Duselfin-D Inj 1gm | 6-5-2010 | 0.00 | 0.00 | 0.00 |
| MAYSEDYL COUGH LINCTUS | 2-1-2012 | 0.00 | 0.00 | 0.00 |
| Oflotab 400mg | 8-1-2011 | 0.00 | 0.00 | 0.00 |
| SparFlox 200 | 9-1-2009 | 0.00 | 0.00 | 0.00 |
| SYCEPH IIIJ | 3-1-2012 | 0.00 | 0.00 | 0.00 |
| TUCLOX | 1-25-2012 | 0.00 | 0.00 | 0.00 |
| | Total | 0.00 | | |

10 item(s)

*Fig 15.13 Product Summary by Group Name*

4. Click the **Print** button on the report Toolbar to print the report *as shown in Fig 15.6*

## ▪ Product History

With this Summary, you can monitor the **Purchase** history of your products

### Previewing Product History

To preview Product History:

1. Select **Product History**
2. Select **Name** parameter

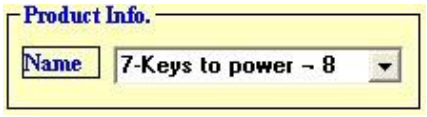



*Fig 15.14 Product Info Names*

3. *Click **Preview***
   *This displays the Product History Report*

**Product History Report For 7-Keys to power** — Sunday, July 20, 2014

| Ref Number | Supplier | Batch Number | Purchase Date | Expiry Date | Quantity | Unit Cost Price | Unit Selling Price |
|---|---|---|---|---|---|---|---|
| 0056654 | GREAT | | 6/13/2014 | 6/13/2015 | 10.00 | 180.00 | 200.00 |

*Fig 15.15 Product History Report*

4. Click the **Print** button on the report Toolbar to print the report *as shown in Fig 15.6*

## ▪ Monthly Sales Chart

This tool is used for sales analysis and projection. It displays payments made on invoices - calculated on a monthly basis - in the form of graphical columnar or bar charts, ranging from January through December.

*Please note that the bars are arranged in alphabetical (and not monthly) order, but with each month of the year accounted for.*

### Previewing Monthly Sales Chart

To preview Monthly Sales Chart:

1. Select **Monthly Sales Chart**
2. *Click **Preview***
   *This displays the Monthly Sales Chart*

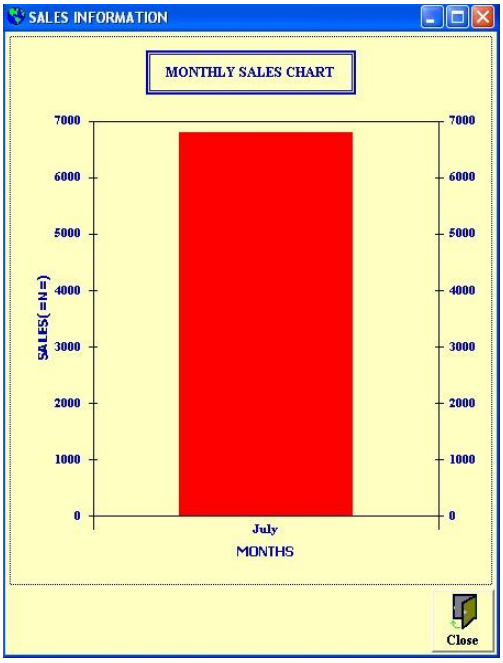



*Fig 15.16 Monthly Sales Chart*

## Out-Of-Stock Product Report

This report displays all Products that are out of stock. It's a handy tool for placing orders for purchases on items that are out stock.

### Previewing Out-Of-Stock Product Report

To preview Out-Of-Stock Product Report:

1. Select **Out-Of-Stock Product Report**
2. *Click **Preview***
   *This displays the Out-Of-Stock Product Report*

**Out-Of-Stock Product Report As At Sunday, July 20, 2014**

| Number | Product Name | Quantity |
|---|---|---|
| 04-9806 | (Cimetidine) inj 200mg/2ml Tagapine | 0.00 |
| 04-0343 | 10% Dextrose water | 0.00 |
| Needle-23G | 23G Needles | 0.00 |
| 0337 | 4.3% D/saline | 0.00 |
| 04-7427 | 5-Fluorouracil inj | 0.00 |
| 04-7501L | 77keys to power | 0.00 |
| 4196 | A to ZED cap | 0.00 |
| 1837 | Abactal inj | 0.00 |
| 04-1837 | Abaktal (peflacine) inj | 0.00 |
| 7788 | ABF cream | 0.00 |
| 04-2155 | Abidec drop | 0.00 |
| 1514 | Abitren tab 100 | 0.00 |
| 5773 | Aboniki balm | 0.00 |
| - | ACE SELENIUM | 0.00 |
| A4-0704 | Acepol Paracetamol susp | 0.00 |
| A4-1186 | ACER(Levofloxacin 500mg) | 0.00 |
| 04-1934 | Acetazolamide tab 250mg | 0.00 |
| 04-9605 | Acidom (Omeprazole) | 0.00 |
| A4-0769 | ACIXX FENNEL ANTACID | 0.00 |
| 04-4762L | ACNEAWAY CREAM | 0.00 |
| 1985 | Actifed syrup | 0.00 |
| 1984 | Actifed tab | 0.00 |

*Fig 15.17 Out-Of-Stock Report*

3. Click the **Print** button on the report Toolbar to print the report *as shown in Fig 15.6*

## Product Expiry Summary Report

This is a report of all Products that are expired. This is actually operational for **Sales Outlets** that track Expiry Dates of items. It basically offer some details.

### Previewing Product Expiry Summary Report

To preview Product Expiry Summary Report:

1. Select **Product Expiry Summary Report**

2. *Click **Preview***
   *This displays the Product Expiry Summary Report*

Product Expiry Summary Report As Sunday, July 20, 2014

| Product ID | Product Name | Expiry Date | No Of Days | Status |
|---|---|---|---|---|
| 30Days | 30-Days Beauty Secret | 7/25/2014 | 5 | *ABOUT TO EXPIRE* |
| 1980L | 7-Keys to power | 8/20/2014 | 31 | *ABOUT TO EXPIRE* |

*Fig 15.18 Product Expiry Report*

3. Click the **Print** button on the report Toolbar to print the report *as shown in Fig 15.6*

## Product Sales Rating

CyberShop offers the facility by which product sales are rated based on the following:

1. **Frequency** (*The number of times that each product is sold*).
   **Frequency** rating reports are displayed either by figures (*All products sold*) or graphically (*Column charts - first seven products*).
2. **Quantity** (*The number of units of each product sold*).
   **Quantity** rating reports are displayed either by figures (All products sold) or graphically (*Column charts - first seven products*).

### Previewing Product Sales Rating

To preview the Product Sales Rating:

1. Select **Product Sales Rating**.

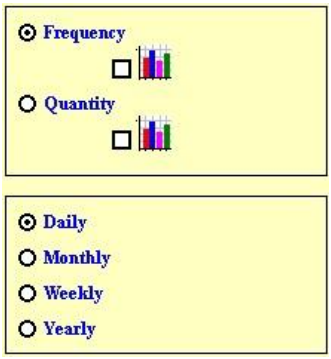



*Fig 15.19 Product Sales Rating Parameters*

2. Select the Rating Type (**Frequency** or **Quantity)**.
3. Check the chart box to preview the chart.
4. Select the Rating Period (**Daily, Monthly** etc)
5. Set **From** date
   *For **Monthly** Rating Period, select a date for the month that you want to preview.*
6. Click **Preview**.
   *This displays the Product Sales Rating Report*

Product Sales Rating By Quantity For July 2014

| Product ID | Product Name | Quantity |
|---|---|---|
| 30Days | 30-Days Beauty Secret | 4 |
| 1980L | 7-Keys to power | 4 |

2 item(s)

*Fig 15.20 Product Sales Rating Report*

7. Click the **Print** button on the report Toolbar to print the report *as shown in Fig 15.6*

*Checking the chart box displays the chart*

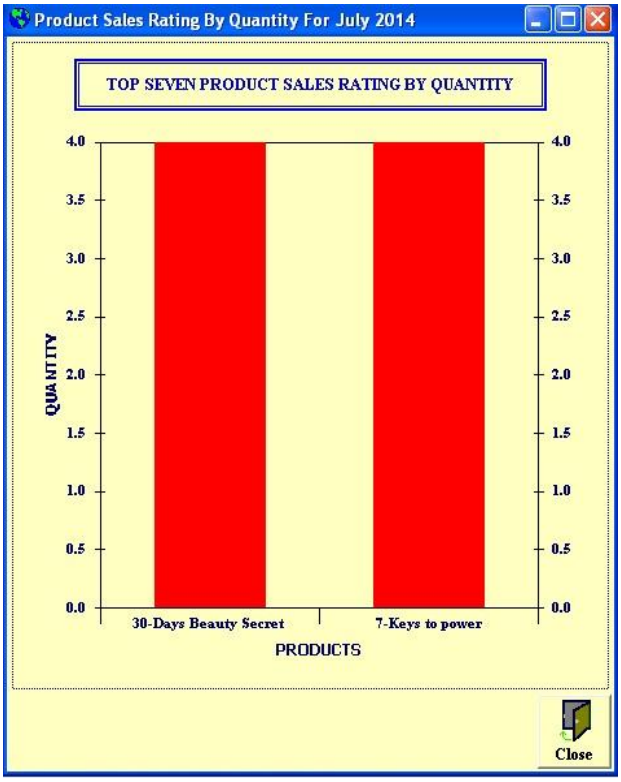



*Fig 15.21 Product Sales Rating Chart*

## Product Tracking

**Product Tracking** is very important when there is the need to identify a particular **Product** on occasion of the product being returned by a customer after **Sales**. You can track a product by the following:

i. **Name** or
ii. **Batch Number**
*That is, if the batch number was made available*.

While tracking, you can specify whether to search for the **Customer** that bought the product or the **Supplier** from whom the product was purchased.

## Previewing Product Tracking

To preview Product Tracking Report:

1. Select **Product Tracking**

*Fig 15.22 Product Info Parameters*

2. Select **Name** to track with **Product Name** or
3. Enter **Batch Number** to track with a registered batch number
4. Select **Customer** or **Supplier** to determine what to search for
5. Check **Dates** to specify a date period *as shown in Fig 15.3*
6. *Click **Preview***
*This displays the Product Tracking Summary Report*

**Tracked Information For The Product 7-Keys to power**

Sunday, July 20, 2014

| Invoice No | Order Date | Customer Name | Batch No | Quantity |
|---|---|---|---|---|
| 1 | 7/13/2014 | OBED | 193*09/09 | 2 |
| | | | | 2 |

*Fig 15.23 Product Tracking Report*

## Sales Ledgers

The **Sales Ledgers** option allows you to preview **Customer Ledgers** for Sales transactions that are grouped together by Invoice Numbers

### Previewing Sales Ledgers

To preview Sales Ledgers:

1. Select **Sales Ledgers**.

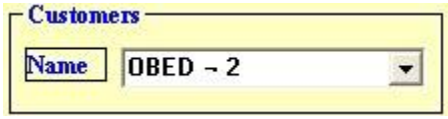



*Fig 15.24 Customer Names List*

2. Select **Name** (to specify a **Customer Name)**
3. Click **Preview**
   *This displays selected Customer's Sales Ledger*

Sunday, July 20, 2014

**Sales Ledger For OBED**

| Ref Number | Details | Quantity | Unit Cost | Sub Total |
|---|---|---|---|---|
| 7/13/2014 - 1 | | | | |
| | 7-Keys to power | 2.00 | 200.00 | 400.00 |
| | 30-Days Beauty Secret | 3.00 | 1,000.00 | 3,000.00 |
| | | | **Total** | **3,400.00** |
| | | | **Grand Total** | **3,400.00** |

*Fig 15.25 Sales Ledger*

## Purchase Ledgers

The **Purchase Ledgers** option allows you to preview **Supplier Ledgers** for Purchase transactions group together by Invoice Numbers

### Previewing Purchase Ledgers

To preview Purchase Ledgers:

1. Select **Purchase Ledgers**.

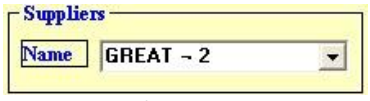



*Fig 15.26 Supplier Names List*

2. Select **Name** (to specify a **Supplier Name)**
3. Click **Preview**
   *This displays selected Supplier's Purchase Ledger*

Sunday, July 20, 2014

Purchase Ledger For GREAT

| Ref Number | Details | Quantity | Unit Cost | Sub Total |
|---|---|---|---|---|
| 6/13/2014 - 0056654 | | | | |
| | 7-Keys to power | 10.00 | 180.00 | 1,800.00 |
| | Abidec drop | 10.00 | 120.00 | 1,200.00 |
| | | | Total | 3,000.00 |
| | | | Grand Total | 3,000.00 |

*Fig 15.27 Purchase Ledger*

## Sales Orders Summary Report

This is a preview of all Sales Orders (Invoices) displayed either on a monthly or yearly basis.

### Previewing Sales Orders Summary Report

To preview Sales Orders Summary Reports:

1. Select **Sales Orders Summary Reports**.

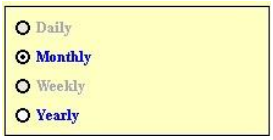



*Fig 15.28 Date Parameter*

2. Select parameter option (**Monthly or Yearly**)
3. Set **From** date
   *Select a date for the month or year that you want to preview*
4. Click **Preview**
   *This displays Sales Orders Summary Report*

Sunday, July 20, 2014

Sales Summary Report For July

| Date | Ref Number | Amount | Paid | Balance |
|---|---|---|---|---|
| 7/13/2014 | | | | |
| | 2 | 3,400.00 | 3,400.00 | 0.00 |
| | | Total | 3,400.00 | |
| 7/17/2014 | | | | |
| | 3 | 1,400.00 | 1,400.00 | 0.00 |
| | | Total | 1,400.00 | |
| | | Grand Total | 4,800.00 | |

*Fig 15.29 Sales Summary Report*

## Sales Summary By Staff Report

One of the Tools in CyberShop with which you can determine the actual physical cash realised from your business transactions is the **Sales Summary by Staff Report.** Another is the **Cash Flow.** This report can be viewed on a monthly or periodic basis and totals are arranged by staff names.

### Previewing Sales Summary by Staff Report

To preview Sales Summary by Staff Reports:

1. Select **Sales Summary By Staff Report**.

*Fig 15.30 Date Parameter*

2. Select parameter option (**Daily or Specify**)
3. Set **From** date
   *Note that the **Specify** option in step 2 allows you to set a date range as shown in Fig 15.3*
4. Click **Preview**
   *This displays Sales Summary by Staff Report*

Tuesday, July 22, 2014

**Sales Summary For Thursday, July 17, 2014**

| Sales Rep | Invoice No | Amount | Discount | Credit | Change | Sub Total |
|---|---|---|---|---|---|---|
| ADMINISTRATOR | | | | | | |
| | 3 | 1,400.00 | 0.00 | 1,400.00 | 0.00 | **1,400.00** |
| | | | | | **Total** | **1,400.00** |
| | | | | | **Grand Total** | **1,400.00** |

*Fig 15.31 Sales Summary Report*

## Purchase Orders Summary Report

This is used to preview all Purchase Orders displayed either on a monthly or yearly basis.

### Previewing Purchase Orders Summary Report

To preview Purchase Orders Summary Reports:

1. Select **Purchase Orders Summary Reports**.
2. Select parameter option (**Monthly or Yearly**) *as shown in Fig 15.28*
3. Set **From** date
   *Select a date for the month or year that you want to preview*
4. Click **Preview**
   *This displays Purchase Orders Summary Report*

Sunday, July 20, 2014

**Sales Summary Report For July**

| Date | Ref Number | Amount | Paid | Balance |
|---|---|---|---|---|
| 7/13/2014 | | | | |
| | 2 | 3,400.00 | 3,400.00 | 0.00 |
| | | **Total** | **3,400.00** | |
| 7/17/2014 | | | | |
| | 3 | 1,400.00 | 1,400.00 | 0.00 |
| | | **Total** | **1,400.00** | |
| | | **Grand Total** | **4,800.00** | |

*Fig 15.32 Purchase Summary Report*

## Expenses Summary Report

The Expenses Summary Report displays two types of reports:

i. **Summary Reports**
   *Displays a preview of all monthly expenses summary*
ii. **Unit Based Reports**
   *Displays a preview of all expenses based on the individual items on the expenses transaction*

### Previewing Expenses Summary Report

To preview Expenses Summary Reports:

1. Select **Expenses Summary Reports**.

*Fig 15.33 Expenses Summary Parameters*

2. Select the Summary option (**Expenses** or **Unit Based)**
3. Select parameter option (**Monthly** for Expenses Summary)
4. Click **Preview**
   *This displays the Summary Report*

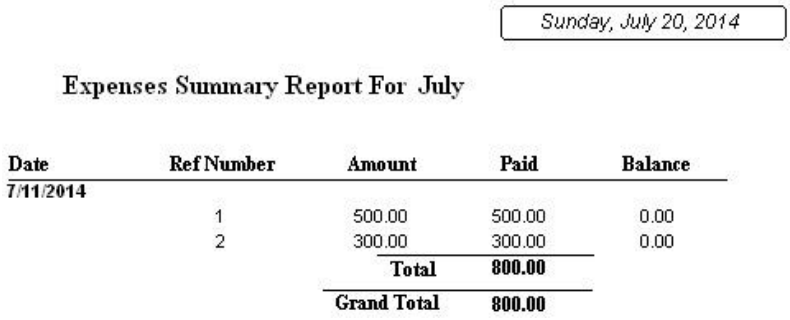



*Fig 15.34 Expenses Summary Report*

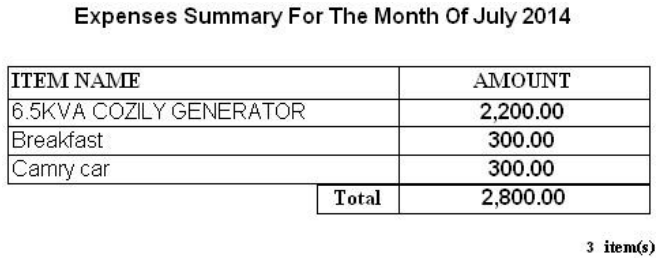



*Fig 15.35 Expenses Item Summary Report*

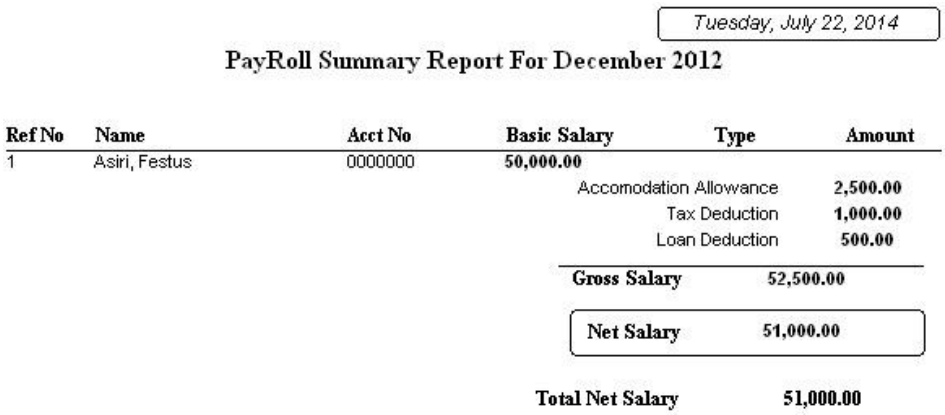
## PayRoll Summary Report

The **PayRoll Summary Report** is used to display a summary of all salaries paid on the month in review

## Previewing PayRoll Summary Report

To preview PayRoll Summary Report:

1. Select **PayRoll Summary Report**
2. Set **From** date
   *Select a date for the month that you want to preview*
3. Click **Preview** to display a preview of the report



Tuesday, July 22, 2014

PayRoll Summary Report For December 2012

| Ref No | Name | Acct No | Basic Salary | Type | Amount |
|---|---|---|---|---|---|
| 1 | Asiri, Festus | 0000000 | 50,000.00 | | |
| | | | | Accomodation Allowance | 2,500.00 |
| | | | | Tax Deduction | 1,000.00 |
| | | | | Loan Deduction | 500.00 |
| | | | | Gross Salary | 52,500.00 |
| | | | | Net Salary | 51,000.00 |
| | | | | Total Net Salary | 51,000.00 |

*Fig 15.36 PayRoll Summary Report*

## Cash Flow

**Cash Flow** is one of the Summaries in CyberShop that allows you to view the actual cash expected in your cash drawer. It displays a distribution of cash in various transactions including Sales, Purchase, Expenses and calculated totals such as **Total Sales, Total Expenses** etc.

### Previewing Cash Flow

To preview Cash Flow:

1. Select **Cash Flow**

*Fig 15.37 Date Range*

2. Select the parameter (**Daily, Monthly, Weekly, Yearly or Specify)**
3. Set **From** date
   *Select a date for the month, week or year that you want to preview*
   *Note that the **Specify** option in step 2 allows you to set a date range as shown in Fig 15.6*
4. Click **Preview** to display a preview of the report

**Cash Flow For July 2014**

*Monday, July 21, 2014*

| Date | Day | Details | Sales | Purchase | Expenses | Sub Net |
|---|---|---|---|---|---|---|
| 7/1/2014 | Tuesday | | 0.00 | 0.00 | 0.00 | 0.00 |
| 7/2/2014 | Wednesday | | 0.00 | 0.00 | 0.00 | 0.00 |
| 7/3/2014 | Thursday | | 0.00 | 0.00 | 0.00 | 0.00 |
| 7/4/2014 | Friday | | 0.00 | 0.00 | 0.00 | 0.00 |
| 7/5/2014 | Saturday | | 0.00 | 0.00 | 0.00 | 0.00 |
| 7/6/2014 | Sunday | | 0.00 | 0.00 | 0.00 | 0.00 |
| 7/7/2014 | Monday | | 0.00 | 0.00 | 0.00 | 0.00 |
| 7/8/2014 | Tuesday | | 0.00 | 0.00 | 0.00 | 0.00 |
| 7/9/2014 | Wednesday | | 0.00 | 0.00 | 0.00 | 0.00 |
| 7/10/2014 | Thursday | | 0.00 | 0.00 | 0.00 | 0.00 |
| 7/11/2014 | Friday | Exp | 0.00 | 0.00 | 500.00 | -500.00 |
| 7/12/2014 | Saturday | | 0.00 | 0.00 | 0.00 | 0.00 |
| 7/13/2014 | Sunday | Sales | 3,400.00 | 0.00 | 0.00 | 3,400.00 |
| 7/14/2014 | Monday | | 0.00 | 0.00 | 0.00 | 0.00 |
| 7/15/2014 | Tuesday | | 0.00 | 0.00 | 0.00 | 0.00 |
| 7/16/2014 | Wednesday | | 0.00 | 0.00 | 0.00 | 0.00 |
| 7/17/2014 | Thursday | Sales | 1,400.00 | 0.00 | 0.00 | 1,400.00 |
| 7/18/2014 | Friday | | 0.00 | 0.00 | 0.00 | 0.00 |
| 7/19/2014 | Saturday | | 0.00 | 0.00 | 0.00 | 0.00 |
| 7/20/2014 | Sunday | Sales\|Pur | 2,000.00 | 3,000.00 | 0.00 | -1,000.00 |
| 7/21/2014 | Monday | Exp | 0.00 | 0.00 | 2,300.00 | -2,300.00 |
| 7/22/2014 | Tuesday | | 0.00 | 0.00 | 0.00 | 0.00 |
| 7/23/2014 | Wednesday | | 0.00 | 0.00 | 0.00 | 0.00 |
| 7/24/2014 | Thursday | | 0.00 | 0.00 | 0.00 | 0.00 |
| 7/25/2014 | Friday | | 0.00 | 0.00 | 0.00 | 0.00 |
| 7/26/2014 | Saturday | | 0.00 | 0.00 | 0.00 | 0.00 |
| 7/27/2014 | Sunday | | 0.00 | 0.00 | 0.00 | 0.00 |
| 7/28/2014 | Monday | | 0.00 | 0.00 | 0.00 | 0.00 |
| 7/29/2014 | Tuesday | | 0.00 | 0.00 | 0.00 | 0.00 |
| 7/30/2014 | Wednesday | | 0.00 | 0.00 | 0.00 | 0.00 |
| 7/31/2014 | Thursday | | 0.00 | 0.00 | 0.00 | 0.00 |
| | | **TOTAL** | **6,800.00** | **3,000.00** | **2,800.00** | |
| | | **NET CASH** | **=N=1,000.00 CR** | | | |

*Fig 15.38 Cash Flow Report*

## ▪ Cash Evaluation Summary Report

The result from **Profit Evaluation** transactions can be viewed on **Cash Evaluation Summary Report**.

## Previewing Cash Evaluation Summary Report

To preview Cash Evaluation Summary Reports:

1. Select **Cash Evaluation Summary Reports**.

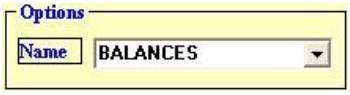



*Fig 15.39 Option Names*

2. Select **Name**
3. Click **Preview**

*This displays the Cash Evaluation Summary Report*

| Date | Cash Generated | Cash Submitted | Balance | Status |
|---|---|---|---|---|
| 13/7/2014 | 3,400.00 | 3,400.00 | 0.00 | BALANCED |
| **Total** | **3,400.00** | **3,400.00** | **0.00** | |

**1 item(s)**

*Fig 15.40 Cash Evaluation Summary Report*

## Customer Patronage

**Customer Patronage** is a tool that displays a list of **Named** customers according to their patronage, with respect to the amount they spent on visits – calculated cumulatively on a monthly basis. The customer names are arranged in descending order, according to the amount that they spent. Certain rewards can be offered to these customers as encouragement.

### Previewing Customer Patronage

To preview Customer Patronage:

1. Select **Customer Patronage**.
2. Select parameter option (**Monthly or Yearly**) *as shown in Fig 15.28*
3. Set **From** date
   *Select the date for the month or year that you want to preview*
4. Click **Preview**
   *This displays the Customer Patronage List*

*Fig 15.42 Customer Patronage*

## Current Financial Statement

**Current Financial Statement** is used to display the total financial activities of your business for the period specified. It offers, at a glance, the health status of your business, with the various fiscal parameters.

### Previewing Current Financial Statement

To preview Current Financial Statement:

1. Select **Current Financial Statement**.

*Fig 15.43 Date Range*

2. Select the **Statement Type**
3. Set **From** date
   *For Aggregate Statement, set a date period as shown in Fig 15.3*
4. Click **Preview**
   *This displays the Current Financial Statement Report*

**Current Financial Report For Friday, July 11, 2014**

*Tuesday, July 22, 2014*

| DESCRIPTION | INCOME | EXPENDITURE |
|---|---|---|
| Total Sales | 0.00 | 0.00 |
| Total Amount Receivable | 0.00 | 0.00 |
| Total Expenses | 0.00 | 500.00 |
| Total Purchases | 0.00 | 0.00 |
| Total Salaries | 0.00 | 0.00 |
| Total Amount Payable | 0.00 | 0.00 |
| TOTAL | 0.00 | 500.00 |
| NET INCOME | =II=500.00 DR | |

*Fig 15.44 Current Financial Statement Report*

# Appendix A

## Page Navigation

Page navigation allows you to move from one page to another on a multi-page report or from one record (row) to another on a form dialog. You will repeatedly come across navigation bars with buttons that when clicked, displays a new page or record, that is, if it's available.

There are two types of navigation bars

i. Record Navigation Bar found on dialogs

*Fig 16.0 Record Navigation Bar*

ii. Page Navigation Bar found on reports

*Fig 16.1 Page Navigation Bar*

### Navigation Buttons

Navigate to the first record/page

Navigate to the previous record/page

Navigate to the Next record/page

Navigate to the Last record/page

# Index

# Contacts

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*Updated 2nd August, 2014*